

CSFWP 3750.1A MISHAP/INCIDENT RESPONSE PLAN

TABLE OF CONTENTS

ADMIN SECTION

CSFWP INSTRUCTION 3750.1A COVER LETTER

START HERE SECTION

MISHAP/INCIDENT CATEGORY DETERMINATION

SECTION I: AVIATION MISHAPS

INITIAL AVIATION MISHAP NOTIFICATION.....	TAB 1
SAR ININIATION / ODO PHONE REPORT.....	TAB 2
MISHAP CATEGORY and CLASSIFICATION.....	TAB 3
OPREP-3 VOICE REPORT.....	TAB 4
SQUADRON RECALL.....	TAB 5
COMMODORE / CAG PHONE REPORTS.....	TAB 6
OPREP-3 MESSAGE.....	TAB 7
COLLECTION OF MISHAP RELATED RECORDS.....	TAB 8
60 MINUTE VOICE REPORTS.....	TAB 9
PAO DRAFT PRESS RELEASE.....	TAB 10
FAA NOTIFICATION.....	TAB 11
INITIAL MISHAP DATA REPORT (MDR).....	TAB 12
MISCELLANEOUS REPORTS / DUTIES.....	TAB 13
CLASS C AVIATION MISHAPS.....	TAB 14

SECTION II: GENERAL (NON-AVIATION) MISHAPS

NOTIFICATION.....	TAB 1
INJURY REPORT.....	TAB 2
NON-AVIATION MISHAP REPORTING FLOWCHART.....	TAB 3

SECTION III: OPREP-3 OR SPECIAL INCIDENTS

SPECIAL INCIDENT REPORT DETERMINATION.....	TAB 1
OPREP-3 VOICE REPORT.....	TAB 2
OPREP-3 MESSAGE.....	TAB 3
UNIT SITREP PROCEDURES.....	TAB 4

START HERE

SECTION 1

AVIATION MISHAP PROCEDURES

INITIAL AVIATION MISHAP NOTIFICATION	TAB 1
SAR ININIATION / ODO PHONE REPORT	TAB 2
MISHAP CATEGORY and CLASSIFICATION	TAB 3
OPREP-3 VOICE REPORT	TAB 4
SQUADRON RECALL	TAB 5
COMMODORE / CAG PHONE REPORTS	TAB 6
OPREP-3 MESSAGE	TAB 7
COLLECTION OF MISHAP RELATED RECORDS	TAB 8
60 MINUTE VOICE REPORTS	TAB 9
PAO DRAFT PRESS RELEASE	TAB 10
FAA NOTIFICATION	TAB 11
INITIAL MISHAP DATA REPORT (MDR)	TAB 12
MISCELLANEOUS REPORTS / DUTIES	TAB 13
CLASS C AVIATION MISHAPS	TAB 14

SECTION 2

GENERAL / NON- AVIATION MISHAP PROCEDURES

NOTIFICATION	TAB	1
INJURY REPORT	TAB	2
NON-AVIATION MISHAP REPORTING FLOWCHART	TAB	3

SECTION 3

OPREP-3 OR SPECIAL INCIDENT REPORT PROCEDURES

SPECIAL INCIDENT REPORT DETERMINATION	TAB	1
OPREP-3 VOICE REPORT	TAB	2
OPREP-3 MESSAGE	TAB	3
UNIT SITREP PROCEDRUES	TAB	4

COMSTRKFIGHTWINGPAC INSTRUCTION 3750.1A

Subj: MISHAP/INCIDENT RESPONSE PLAN (M.R.P.)

Ref: (a) OPNAVINST 3750.6 Series (Naval Aviation Safety Program)
(b) OPNAVINST 3100.6 Series (Special Incident Reporting Procedures)
(c) NAVAIR 00-80T-116-1,2,3,4 (Safety Investigation Technical Manual, Vols I-IV)
(d) OPNAVINST 4790.2 Series (Naval Aviation Maintenance Program)
(e) COMNAVAIRPACINST 3750.16 Series (Aviation Safety Program)
(f) CINCPACFLT OPOD 201, Annex F (Public Affairs Guidance for Disasters/Accidents/Incidents)
(g) JAGINST 5800.7 Series (JAG Manual)
(h) NAVMILPERSMAN, 421011-4210260, 5030240
(i) SECNAVINST 5720.44 Series (DON Public Affairs Policy & Regulations)
(j) OPNAVINST 5102.1 Series (Mishap Investigation and Reporting)

Encl: (1) COMSTRKFIGHTWINGPAC Mishap/Incident Response Plan

1. Purpose. This instruction provides a standardized guide for initial reporting, investigation procedures, and subsequent action required in the event of an aviation mishap, non-aviation mishap or event requiring special incident reporting involving aircraft or personnel under the cognizance of Commander, Strike Fighter Wing Pacific. This instruction has been extensively revised to reflect current safety programs and mishap reporting requirements.

2. Cancellation. COMSTRKFIGHTWINGPAC 3750.1

3. Background. References (a) through (j) set forth the requirements, conditions, and general procedures to follow in the submission of reports, conduct of investigations, and promulgation of other administrative correspondence associated with aircraft mishaps, non-aircraft mishaps, special incident reporting, personal injuries, and identified hazardous conditions.

4. Action

a. To ensure timely, accurate, and uniform reporting of mishaps, Lemoore based STRKFIGHTWINGPAC commands will not generate their own parallel pre-mishap plans. Forward deployed STRKFIGHTWINGPAC commands stationed at NAF Atsugi shall make appropriate modifications for their theater of operations.

b. The following training items, checklists, message formats, and tabs have been designed to serve as guides for all STRKFIGHTWINGPAC commands, operating in all possible locations, under extremely diverse condition. There may be selected procedures, personnel and organizations cited for action or notification that would be applicable to one command but not necessarily to another.

c. The senior member of the AMB, squadron safety officer and senior watch officer shall review the pre-mishap plan contents upon a change in the location or operating environment for the command. He/she shall delineate those specific items that may be disregarded, but not deleted, from the Mishap/Incident Response Plan. Use of preformatted messages tailored to the individual command reporting criteria are desirable and encouraged.

d. Commanding Officers/Officers-in-Charge/Department Heads shall ensure that concerned personnel are familiar with enclosure (1) and that all individuals within the command comply with the following procedures.

(1) General. Any person who has knowledge of a mishap involving injury to personnel or damage to government property shall immediately report the facts to the nearest squadron or squadron duty officer, as appropriate. Except as outlined in this instruction, personnel shall not divulge information, either officially or unofficially, to any other party.

(2) Specific. Nothing in this instruction shall preclude logical and warranted actions. In the event of a mishap, the respective duty officer (ASDO, ODO or SDO) is responsible for immediate implementation of enclosure (1) and retains responsibility until relieved by proper authority. The duty officer should delegate authority to NAS/squadron members to satisfy necessary reporting and administrative requirements in the most timely and efficient manner possible. In the event of a death or serious injury, personnel shall not discuss the matter with sources outside the command until information has been released by proper authority. Any injured or deceased

individual's name shall not be released, except to authorized Naval authorities, without the express permission of the respective Commanding Officer.

(3) Reference (g) provides guidelines to determine if a JAG Manual investigation of an aircraft mishap is necessary. If a JAG Manual investigation is required it must be conducted separately from the AMB investigation. No individual shall be assigned to both investigations. Both investigations shall have access to all real evidence but may not share witness statements or deliberations. The privileged character of the AMB investigation must be protected.

(4) The Concept of Privilege. Use of privileged information is critical to timely and complete investigation of aircraft mishaps. The protection of privileged information is essential to ensure complete and candid responses in witness statements and AMB deliberations. Commanding Officers, Officers-in-Charge, and Department Heads shall ensure that all individuals within the command are familiar with the use and restrictions of privileged information as specified in reference (a).

5. Changes. Proposed changes or updates to this instruction shall be forwarded to the COMSTRKFIGHTWINGPAC Safety Officer (N45) via email or phone at x1033.

K. A. HOLMSTRUP
Chief Staff Officer

Distribution:
CSFWPACINST 5215.1G
(Lists I and II)

START HERE

This Mishap Response Plan is divided into three sections covering different types of mishaps.

Refer to the appropriate section based on the mishap descriptions below.

❑ SECTION I: AVIATION MISHAPS

DESCRIPTION

- **NAVAL AIRCRAFT INVOLVED** and one or more of the following:
 - A **FATALITY** occurred (DOD or Civilian).
 - Aircraft and/or property **DAMAGE** is \$20,000 or more.
 - **INJURY** to DOD personnel results in
 - Permanent total disability
 - Permanent partial disability
 - 5 or more lost workdays (not including day of injury).

Note: In addition to flying or taxiing aircraft, this includes personal injuries that occur "on" an aircraft that is parked or not operating. Examples: PC falls off wing, tow tractor runs into parked aircraft.

❑ SECTION II: GENERAL (NON-AVIATION) MISHAPS

DESCRIPTION

- **NAVAL AIRCRAFT NOT involved.**
- Any of the following whether on or off-duty:
 - Personnel injury, death, occupational illness.
 - Material (property) damage in excess of \$10,000.
 - Explosive mishap or conventional ordnance deficiencies.
 - Motor Vehicle fatality, injury, or damage.
 - Diving mishap, hyperbaric treatment, death.

NOTE: This includes any automobile or recreational mishaps, injuries in workshops or hangars (not involving aircraft).

START HERE (cont)

SECTION III: OPREP-3 SPECIAL INCIDENTS

DESCRIPTION

- **OPREP-3 reporting required for Aviation Mishaps is covered in Part I.**
- Events and special incidents that may attract...
 - National level interest (OPREP-3 PINNACLE Series).
 - High U.S. Navy interest (OPREP-3 NAVY BLUE Series).
 - Local higher authority interest (UNIT SITREP).

NATIONAL LEVEL INTEREST	HIGH LEVEL NAVY INTEREST	HIGHER NAVAL AUTHORITY INTEREST
OPREP-3 PINNACLE	OPREP-3 NAVY BLUE	UNIT SITREP
<input type="checkbox"/> War risk attacks, harassment, hostile acts against U.S. <input type="checkbox"/> Major nuclear weapons incidents <input type="checkbox"/> Territorial violations <input type="checkbox"/> Defections <input type="checkbox"/> Sabotage <input type="checkbox"/> Hijacking <input type="checkbox"/> High-level military ops resulting in damage to aircraft, ships, equipment, etc. <input type="checkbox"/> Injury to civilians <input type="checkbox"/> Widespread civilian property damage <input type="checkbox"/> SAR initiation in foreign country <input type="checkbox"/> Abrupt foreign government changes <input type="checkbox"/> Reconnaissance incidents <input type="checkbox"/> Attacks against nuclear site <input type="checkbox"/> Receipt of critical intelligence	<input type="checkbox"/> Any Class A or B aircraft mishap not a PINNACLE. <input type="checkbox"/> Aircraft crash on government land or at sea. <input type="checkbox"/> Bomb threat thought to be valid <input type="checkbox"/> Civilian or military disorder <input type="checkbox"/> Request for assistance after natural disaster <input type="checkbox"/> Major racial incident <input type="checkbox"/> Nuclear reactor/radiological accidents <input type="checkbox"/> Minor nuclear weapons accidents <input type="checkbox"/> Minor collisions at sea <input type="checkbox"/> Oil spills <input type="checkbox"/> Labor strikes <input type="checkbox"/> Naval accidents (fire, flood, etc.) <input type="checkbox"/> SAR <input type="checkbox"/> Major fraud, waste and abuse <input type="checkbox"/> INCSEA violations <input type="checkbox"/> Discrimination and sexual harassment	Events not requiring OPREP-3 reporting. <input type="checkbox"/> Hoax bomb threat <input type="checkbox"/> Minor racial incidents <input type="checkbox"/> Minor fraud, waste, and abuse <input type="checkbox"/> Violent crime <ul style="list-style-type: none"> • Assault • Aggravated assault • Sexual assault • Robbery • Armed robbery • Spousal abuse • Child abuse <input type="checkbox"/> Incidents of suicide or attempted suicide

INITIAL AVIATION MISHAP NOTIFICATION

*** YOU HAVE JUST BEEN INFORMED OF A POSSIBLE AVIATION MISHAP INVOLVING A SQUADRON AIRCRAFT. ***

AVIATION MISHAP DESCRIPTION

- **NAVAL AIRCRAFT INVOLVED** and one or more of the following:
 - A **FATALITY** occurred (DOD or Civilian).
 - Aircraft and/or property **DAMAGE** is \$20,000 or more.
 - **INJURY** to DOD personnel results in
 - Permanent total disability
 - Permanent partial disability
 - 5 or more lost workdays (not including day of injury).

INITIAL NOTIFICATION

STEP 1-1: First, **RELAX**, everything you will need is here in this binder.

STEP 1-2: Remove a blank Initial Notification Worksheet from **Appendix 1A** of this section and record as much information as possible.

For the ASDO, immediately after hanging up -

STEP 1-3: Notify the Operations Duty Officer (ODO) or the Squadron Duty Officer (SDO) immediately and continue as many of the following steps as possible until relieved by the SDO.

Continued Next Page

INITIAL AVIATION MISHAP NOTIFICATION (cont)

GET ORGANIZED and GET HELP!

For the ODO, SDO, or ASDO while awaiting relief -

STEP 1-4: If possible, grab 3 people and assign the following duties:

- **DUTY OFFICER:** Coordinates the Mishap Plan of Action.
- **PHONE TALKER:** Answers the phone and initiates the recall when tasked.
- **LOG KEEPER:** Keeps a log of all actions/events.
- **RUNNER:** Collects required information and assists as needed.

For the DUTY OFFICER -

STEP 1-5: Remove a blank Duty Officer Mishap Action Checklist from **Appendix 1B** of this section to keep you on track and to record completed action items.

For the LOG KEEPER (if assigned) -

STEP 1-6: Remove several blank Mishap Log Worksheets from **Appendix 1C** of this section and record pertinent actions/events as they occur.

INITIAL ACTION ITEM

STEP 1-7: **GO TO TAB 2** for SAR initiation and/or NAS Lemoore ODO notification.

INITIAL NOTIFICATION WORKSHEET

**** Gain as much of the following information as possible! ****

Time of Call: _____

Caller's Initial Description of Mishap: _____

Caller's Name: _____ (Rank): _____

Phone Number: _____ (Organization): _____

Time of mishap (Local): _____ (Zulu): _____

Location: (nearest crossroads, be as specific as possible)

Did caller witness mishap? ☐ YES ☐ NO

Do you know the type aircraft? _____

Did you see parachute(s)? ☐ YES ☐ NO ☐ UNKNOWN

How many? _____

Are there survivor(s)? ☐ YES ☐ NO ☐ UNKNOWN

Condition: _____

Were people injured on the ground? ☐ YES ☐ NO ☐ UNKNOWN

Condition: _____

Is/was there a fire/explosion? ☐ YES ☐ NO ☐ UNKNOWN

Description: _____

Are any of the following on scene/have they been contacted:

Police ☐ ONSCENE ☐ CONTACTED ☐ UNKNOWN

Fire Department ☐ ONSCENE ☐ CONTACTED ☐ UNKNOWN

An ambulance ☐ ONSCENE ☐ CONTACTED ☐ UNKNOWN

Is helo landing site available? ☐ YES ☐ NO ☐ UNKNOWN

Location: _____

Weather at scene: _____

INITIAL NOTIFICATION WORKSHEET (cont)

Will caller remain on site? ☐ YES ☐ NO

If no, caller's destination: _____

Caller's home address: _____

Caller's home phone: _____

Were there any other witnesses? ☐ YES ☐ NO

Name _____

Address _____

Phone _____

Name _____

Address _____

Phone _____

ADVICE TO CALLER

- Ask caller if he/she can direct fire, police, or ambulance personnel to the mishap scene (if required).
- Advise the caller of potential explosive hazards and hazardous materials and of need to warn others.
- Ask caller to attempt to keep people out of the area.
- Ask caller to preserve wreckage until military/civilian law enforcement personnel arrive, if possible.

Duty Officer MISHAP ACTION CHECKLIST

**** DO NOT RELEASE NAMES OF PERSONNEL INVOLVED ****

TAB	DEADLINE	ACTION	TIME		
1	ASAP	Initial Notification			
2	ASAP	Initiate/Verify SAR Launched			
3	ASAP	Determine Mishap Category/Class <u>Aviation Mishap Category</u> <u>Class</u> <input type="checkbox"/> Flight Mishap <input type="checkbox"/> Class A <input type="checkbox"/> Flight-Related Mishap <input type="checkbox"/> Class B <input type="checkbox"/> Aircraft Ground Mishap <input type="checkbox"/> Class C			
		For Aviation Mishaps	A	B	C
4	5-MIN	OPREP-3 Voice Report <input type="checkbox"/> Pinnacle <input type="checkbox"/> Navy Blue	√	√	NA
5	ASAP	Initiate Squadron Recall	√	√	√
6	< 20-MIN	Commodore/CAG Phone Reports	√	√	√
7	20-MIN	OPREP-3 MESSAGE	√	√	NA
8	ASAP	Collect mishap related records	√	√	√
9	60-MIN	<u>60-Minute Phone Reports</u> COMNAVSAFECEN Phone Report COMNAVAIRPAC Phone Report	√	NA	NA
10	60-MIN	PAO Draft Press Release	√	NA	NA
11	4-HR	FAA Phone Report	Civil a/c involved		
12	4-HR	Initial Mishap Data Report (MDR) (Class A & B)	√	√	NA
13	As req'd	Miscellaneous Reports/Duties <ul style="list-style-type: none"> • Fluid Samples & 72 hr history • PNOK/SNOK Notification • Imminent Death Retirement • X-ray/Equipment Loss Report • Engine transition report • Loss of COMSEC equipment letter 	As req'd		
14	24-HR	Class C Aviation Mishaps	NA	NA	√

MISHAP LOG WORKSHEET

For the Log Keeper -

Record all pertinent actions/events as they occur.

[illegible]

MISHAP LOG WORKSHEET

[illegible]

MISHAP LOG WORKSHEETS

[illegible]

SAR INITIATION/ODO PHONE REPORT

If you were notified of the mishap by the NAS Lemoore Operations Duty Officer (ODO) and/ or a SAR effort has already been initiated -

STEP 2-1: GO TO TAB-3 to determine Mishap Category and Classification.

**** If a SAR effort has not been initiated,
this is your FIRST PRIORITY! ****

STEP 2-1: Contact the appropriate SAR facility.

OUTSIDE THE LOCAL (CA Central Valley) AREA -

- All CONUS SAR efforts are coordinated out of Langley AFB. Contact the Air Force Rescue Control Center (AFRCC) at DSN: 574-8112 or 800-851-3051
- Inform the NAS Lemoore ODO at x1023 of the out of area mishap and that you have already called the AFRCC.

INSIDE THE LOCAL (CA Central Valley) AREA -

- Call the NAS Lemoore ODO immediately at x1023. He will initiate the NAS Lemoore SAR effort, contact AFRCC and will notify the appropriate on base agencies (numbers listed in Table 2-1 for reference).
- For follow-up purposes, regional agencies are listed in Table 2-2 below.

NAS Lemoore Agencies	DSN	COMMERCIAL
Base CO	949-3345/6	(559) 998-3345/6
Base PAO	949-3394/5	(559) 998-3394/5
Crash/Fire (Security Dispatch)	949-4749/50	(559) 998-4749/50
CDO Beeper	--	(559) 587-8278
EOD	949-3542	(559) 998-3542
Hospital	949-4391	(559) 998-4391
Photo Lab	949-1125	(559) 998-1125
Weather Office	949-1020	(559) 998-1020
Numbers unverified 9 July 2001.		

Table 2-1. NAS Lemoore Agencies

Continued Next Page

SAR INITIATION / ODO PHONE REPORT (cont)

SAR Facility	DSN	COMMERCIAL
Central Valley, Sierras (Owens Valley and West)		
NAS Lemoore BASE OPS	949-1023	(559) 998-1023
NAS Lemoore SAR	949-1565/69	(559) 998-1565/69
"Skylife" Dispatch (Kings & Fresno Counties)	--	(559) 456-7800
R-2508 (East of Sierras)		
NAS China Lake BASE OPS	437-5475	(760) 939-5475
NAS China Lake SAR	437-5222 (duty) 437-3529 (ops)	(760) 939-5222 (760) 939-3529
W-283/285		
Coast Guard Alameda	730-3821	(510) 437-3701 (800) 246-7236
Fallon Ranges		
NAS Fallon BASE OPS	890-2419/2458	(775) 426-2419/2458
NAS Fallon SAR	890-3485	(775) 426-3485
San Diego		
NAS North Island BASE OPS	735-8233/34	(619) 545-8233/34
MCAS Miramar BASE OPS	267-4277/79	(858) 577-4277/79
FACSFAC San Diego	735-1775	(619) 545-1777
El Centro / Yuma		
NAF El Centro BASE OPS	658-8601/8507	(760) 339-2601/2507
MCAS Yuma BASE OPS	269-2326/2077	(928) 269-2326/2077
MCAS Yuma SAR	269-2300/2533	(928) 269-2300/2533
Numbers verified 9 July 2001.		

Table 2-2. Regional SAR Facilities

Once contacted, the ODO nearest the mishap site will normally provide the following:

- Follow-up on a missing aircraft's flight plan.
- SAR coordination
- Initial on-site security
- Transportation and medical requirements
- Coordination with local FAA representatives (if required).
- Once initial phone calls and messages are sent, the ODO will normally turn over coordination efforts to your command.

Following SAR initiation/ NASL ODO notification -

SAR INITIATION / ODO PHONE REPORT (cont)

STEP 2-2: GO TO TAB-3 to determine Mishap Category and Classification.

MISHAP CATEGORY and CLASSIFICATION

☐ AVIATION MISHAPS

STEP 3-1: Go to **Appendix 3A** and determine Aviation Mishap Category and Classification:

Mishap	<input type="checkbox"/> Flight Mishap (FM)	Mishap	<input type="checkbox"/> Class A
Category:	<input type="checkbox"/> Flight-Related Mishap (FRM)	Class:	<input type="checkbox"/> Class B
	<input type="checkbox"/> Aircraft Ground Mishap (AGM)		<input type="checkbox"/> Class C

**** If unsure of damage cost, OVER-ESTIMATE to the next Class! Mishap severity can always be downgraded later. ****

For Class A or B AVIATION MISHAPS only -

STEP 3-2: GO TO TAB 4, for the OPREP-3 Voice Report.

For Class C AVIATION MISHAPS -

STEP 3-2: GO TO TAB 14, for Class C Mishap Reporting procedures.

AVIATION MISHAP CATEGORIES AND CLASSIFICATION

Mishap Category	Mishap Severity		
	Class A	Class B	Class C
Flight Mishap (FM) <ul style="list-style-type: none"> Intent for flight existed. (*) AND Aircraft damage exceeds \$20,000. 	<ul style="list-style-type: none"> Aircraft destroyed. AND/OR Any fatality (DOD or Civ). AND/OR Total damage cost is \$1,000,000 or more. AND/OR Injury to DOD personnel resulted in permanent total disability. 		
Flight-Related Mishap (FRM) (**) <ul style="list-style-type: none"> Intent for flight existed. (*) BUT Aircraft damage was less than \$20,000. 	<ul style="list-style-type: none"> Any fatality (DOD or Civ). AND/OR Total damage cost is \$1,000,000 or more. AND/OR Injury to DOD personnel resulted in permanent total disability. 	<ul style="list-style-type: none"> Total damage cost is \$200,000 but less than \$1,000,000. AND/OR Injury to DOD personnel resulted in permanent partial disability. AND/OR Three or more DOD personnel were hospitalized. 	<ul style="list-style-type: none"> Total damage cost is \$20,000 but less than \$200,000. AND/OR Injury to DOD personnel resulted in five or more lost workdays.
Aircraft Ground Mishap (AGM) <ul style="list-style-type: none"> Intent for flight did not exist. (*) 	<ul style="list-style-type: none"> Aircraft destroyed. AND/OR Any fatality (DOD or Civ). AND/OR Total damage cost is \$1,000,000 or more. AND/OR Injury to DOD personnel resulted in permanent total disability. 		
(*) Intent for flight exists when <ul style="list-style-type: none"> Brakes are release or takeoff power is applied to begin an authorized flight. At first motion of the catapult after pilot has signaled readiness for launch. And continues until the aircraft taxies clear of the runway or landing area. (**) An example of a FRM would be a fastener falling off an airplane and killing a civilian on the ground. NOTE: For details on Mishap and Injury Classification, refer to OPNAVINST 3750.6R, CHAPTER 3.			

OPREP-3 VOICE REPORT

GENERAL INFO

- The main purpose of the OPREP-3 voice report is immediate notification of a mishap to the highest levels, not to provide them details for a CNN news brief. Keep it simple and make it quick.
 - **DUE WITHIN 5 MINUTES** of notification of an OPREP-3 level incident.
 - **Required for all Class A & B AVIATION MISHAPS** (not Class C).
 - **Ensure a reasonable effort has been made to contact the CO, XO, or ASO in STEP 4-2 below, prior to making the call.**
 - Do not unduly delay the call while waiting for further information.
 - When embarked, Strike OPS or CAG Safety will normally make this call (back them up!)
-

STEP 4-1: Go to **Appendix 4A** and determine the **TYPE of OPREP-3 REPORT** required.

- ☐ Pinnacle
- ☐ Navy Blue

STEP 4-2: CO Confirmation: Contact the CO as the first person in the squadron recall (which will start in TAB 5).

- Notify him of the incident.
- Ask him to confirm your determination of Pinnacle vs Navy Blue.
- Ask him for his estimate of the impact of the mishap on the squadron's ability to operate (this will be used in the OPREP-3 20-minute message).

- ☐ NONE
- ☐ MINIMAL
- ☐ MODERATE
- ☐ SEVERE

NOTE: *Contact the XO if CO cannot be reached. Contact the ASO if CO/XO cannot be reached. If none of the above individuals are available, make the determinations using your best judgement.*

STEP 4-3: Go to **Appendix 4B** and determine the **OPREP-3/SITREP SERIAL NUMBER** for this voice report.

Continued Next Page

OPREP-3 VOICE REPORT (cont)

DELEGATE THE REMAINING TAB-4 STEPS, IF ABLE.

STEP 4-4: Go to **Appendix 4C** and fill in the details of the **OPREP-3 VOICE REPORT TEMPLATE**.

- **NOTE:** Examples of OPREP-3 Pinnacle and Navy Blue Voice Reports are also contained in **Appendix 4C**.

STEP 4-5: **Make the call!** Contact the following agencies in order until someone is reached.

PRIORITY	AGENCY	PHONE NUMBER
FIRST	CINCPACFLT	COMM: (808) 471-3201/2/3 STU-III: (808) 471-5208/9
SECOND	NAVY COMMAND CENTER (NCC)	COMM: (703) 695-0231/0232
THIRD	NATIONAL MILITARY COMMAND CENTER (NMCC)	COMM: (703) 697-6340 • Request they relay or conference call to NCC.
Numbers verified 04 Feb 2002.		

- Read the filled-in **OPREP-3 VOICE REPORT TEMPLATE**
- **EXACTLY AS WRITTEN** and
- **IN A CHALLENGE AND REPLY FORMAT.**
- Speak clearly and don't read too quickly.
- **** DO NOT RELEASE NAMES OF PERSONNEL INVOLVED ****

STEP 4-6: Write down the time of the call and any information/instructions from the contacted agency.

STEP 4-7: Write down the incident description and DTG for the receipt of this report in **Appendix 4B**.

As soon as the voice report has been given to one of the listed agencies you are done with this task -

STEP 4-8: **GO TO TAB 5** for the Squadron Recall.

TYPE of OPREP-3 REPORT

OPREP-3 PINNACLE

Used to provide the National Command Authority (NCA) with immediate notification of any incident or event where **NATIONAL LEVEL INTEREST** is indicated.

- ☐ War risk attacks, harassment, hostile acts against U.S.
- ☐ Major nuclear weapons incidents
- ☐ Territorial violations
- ☐ Defections
- ☐ Sabotage
- ☐ Hijacking
- ☐ High-level military ops resulting in damage to aircraft, ships, equipment, etc.
- ☐ **Fatalities/Injury to civilians**
- ☐ **Widespread civilian property damage**
- ☐ **SAR initiation in foreign country**
- ☐ Abrupt foreign government changes
- ☐ Reconnaissance incidents
- ☐ Attacks against nuclear site
- ☐ Receipt of critical intelligence

If doubt exists as to whether an incident could possibly develop into a matter of NCA interest, submit an OPREP-3 PINNACLE report.

OPREP-3 NAVY BLUE

Used to provide the CNO and other Naval Commanders with immediate notification of incidents of military, political or press interest that is of **HIGH NAVY RATHER THAN NATIONAL LEVEL INTEREST**. The reports are submitted to provide "as it happens" information.

- ☐ **Any Class A or B aircraft mishap not a PINNACLE.**
- ☐ **Aircraft crash on government land or at sea.**
- ☐ Bomb threat thought to be valid
- ☐ Civilian or military disorder
- ☐ Request for assistance after natural disaster
- ☐ Major racial incident
- ☐ Nuclear reactor/ radiological accidents
- ☐ Minor nuclear weapons accidents
- ☐ Minor collisions at sea
- ☐ Oil spills
- ☐ Labor strikes
- ☐ Naval accidents (fire, flood, etc.)
- ☐ **SAR**
- ☐ Major fraud, waste and abuse
- ☐ INCSEA violations
- ☐ Discrimination and sexual harassment

If in doubt between PINNACLE or NAVY BLUE, submit an OPREP-3 PINNACLE report.

OPREP-3/SITREP SERIAL NUMBER LOG

GENERAL INFO

- SERIALIZE EACH **INCIDENT** WITH ITS OWN 3-DIGIT CODE, STARTING WITH 001 FOR THE FIRST INCIDENT EACH CALENDAR YEAR.
- SERIALIZE SUBSEQUENT REPORTS CONCERNING THE SAME INCIDENT WITH A LETTER SUFFIX (I.E., 001, 001A, 001B, ETC.).

Calendar Year 20 _____			
Serial Number	Incident Description	Date-Time-Group	Type Report
001			<input type="checkbox"/> Pinnacle <input type="checkbox"/> Navy Blue <input type="checkbox"/> SITREP
			<input type="checkbox"/> Pinnacle <input type="checkbox"/> Navy Blue <input type="checkbox"/> SITREP
			<input type="checkbox"/> Pinnacle <input type="checkbox"/> Navy Blue <input type="checkbox"/> SITREP
			<input type="checkbox"/> Pinnacle <input type="checkbox"/> Navy Blue <input type="checkbox"/> SITREP
			<input type="checkbox"/> Pinnacle <input type="checkbox"/> Navy Blue <input type="checkbox"/> SITREP
			<input type="checkbox"/> Pinnacle <input type="checkbox"/> Navy Blue <input type="checkbox"/> SITREP
			<input type="checkbox"/> Pinnacle <input type="checkbox"/> Navy Blue <input type="checkbox"/> SITREP
			<input type="checkbox"/> Pinnacle <input type="checkbox"/> Navy Blue <input type="checkbox"/> SITREP

OPREP-3 VOICE REPORT TEMPLATE

GENERAL INSTRUCTIONS

- In each column, check the appropriate box.
- Fill in any blanks.
- Text in parentheses is for amplification and should not be read.
- In each row, read text VERBATIM to include only checked boxes and filled in blanks.

OPREP-3 Voice Report Template					
You Say:	<input type="checkbox"/> "CINCPACFLT <input type="checkbox"/> NAVY COMMAND CENTER <input type="checkbox"/> NATIONAL MILITARY COMMAND CENTER	THIS IS STRIKE FIGHTER SQUADRON _____,	OPREP-3,	<input type="checkbox"/> PINNACLE <input type="checkbox"/> NAVY BLUE	OVER."
They Respond:	"STRIKE FIGHTER SQUADRON _____,	THIS IS <input type="checkbox"/> CINCPACFLT <input type="checkbox"/> NAVY COMMAND CENTER <input type="checkbox"/> NATIONAL MILITARY COMMAND CENTER	SEND OPREP-3	<input type="checkbox"/> PINNACLE <input type="checkbox"/> NAVY BLUE	OVER."
You Say:	<input type="checkbox"/> "CINCPACFLT <input type="checkbox"/> NAVY COMMAND CENTER <input type="checkbox"/> NATIONAL MILITARY COMMAND CENTER	THIS IS STRIKE FIGHTER SQUADRON _____,	<input type="checkbox"/> FLASH (for pinnacle) <input type="checkbox"/> IMMEDIATE (for navy blue)	<input type="checkbox"/> UNCLASSIFIED (No crypto) <input type="checkbox"/> CONFIDENTIAL <input type="checkbox"/> SECRET <input type="checkbox"/> TOP SECRET	OPREP-3 <input type="checkbox"/> PINNACLE" <input type="checkbox"/> NAVY BLUE
	"LINE ONE	SERIAL	_____. (Number from Table 4-2)		
	"LINE TWO	INCIDENT	(Type Incident) _____ (Location) _____ (Zulu Time) _____		
	"LINE THREE	NARRATIVE	(Brief description of mishap. Do not speculate!) _____ _____ _____ _____		OVER."
You Say:	"MY NAME IS	(Rank, Name)			
	"YOU CAN REACH MY UNIT AT		(Give ready room phone number.)		
	"REQUEST THE DATE TIME GROUP FOR YOUR RECEIPT OF THIS REPORT				OVER."

OPREP-3 VOICE REPORT EXAMPLES

OPREP-3 PINNACLE EXAMPLE:

"CINCPACFLT, THIS IS STRIKE FIGHTER SQUADRON ONE TWO THREE, OPREP-3, PINNACLE, OVER."

"STRIKE FIGHTER SQUADRON ONE TWO THREE, THIS IS CINCPACFLT, SEND OPREP-3, PINNACLE, OVER."

"CINCPACFLT, THIS IS STRIKE FIGHTER SQUADRON ONE TWO THREE, FLASH, UNCLASSIFIED, OPREP-3,
PINNACLE,

LINE ONE, SERIAL, ZERO ZERO ONE.

LINE TWO, INCIDENT, AIRCRAFT ACCIDENT, LAS VEGAS, NEVADA, ONE EIGHT ZERO ZERO ZULU.

LINE THREE, NARRATIVE, PILOT EJECTED FROM FA-18 AIRCRAFT FOLLOWING INFLIGHT FIRE,
PERIOD. AIRCRAFT CRASHED INTO CAESARS PALACE CASINO KILLING NUMEROUS CIVILIANS,
PERIOD. EMERGENCY RESPONSE IN PROGRESS, PERIOD. OVER."

OPREP-3 NAVY BLUE EXAMPLE:

"CINCPACFLT, THIS IS STRIKE FIGHTER SQUADRON ONE TWO THREE, OPREP-3, NAVY BLUE, OVER."

"STRIKE FIGHTER SQUADRON ONE TWO THREE, THIS IS CINCPACFLT, SEND OPREP-3, NAVY BLUE,
OVER."

"CINCPACFLT, THIS IS STRIKE FIGHTER SQUADRON ONE TWO THREE, IMMEDIATE, UNCLASSIFIED,
OPREP-3, NAVY BLUE,

LINE ONE, SERIAL, ZERO ZERO TWO.

LINE TWO, INCIDENT, AIRCRAFT ACCIDENT, USS LEXINGTON, SOUTHERN CALIFORNIA OPERATING
AREA, ZERO TWO THREE ZERO ZULU.

LINE THREE, NARRATIVE, FA-18 RAMP STRIKE DURING NIGHT APPROACH TO USS LEXINGTON,
PERIOD. PILOT EJECTED AND AIRCRAFT LOST AT SEA, PERIOD. SAR IN PROGRESS, INJURIES
UNKNOWN, PERIOD. OVER."

COMMODORE/CAG PHONE REPORTS

GENERAL

- Make these calls ASAP after the OPREP-3 5-minute voice report.
 - Delegate this tab if able.
 - The CO may desire to make these calls, if available.
-

STEP 6-1: Fill in the following template:

- "This is _____" (name, rank)
- "Calling from VFA-_____ " (squadron)
- "We have had a ☐ Class A Aircraft Mishap"
☐ Class B Aircraft Mishap"
- "...involving _____"
_____" (# aircraft/# personnel)
- (Give a brief description of incident, including injury, aircraft damage, and SAR status. **Do not speculate!**)

Example: "Aircraft ran off runway 32L at NAS Lemoore following an aborted takeoff. Aircrew sustained minor injuries, probable class B aircraft damage."

- "For further information, you may reach our squadron at _____" (phone number)
-

COMMODORE NOTIFICATION

STEP 6-2: Contact the following individuals in the Commodore's office and read the filled in template. If someone cannot be reached, continue down the list.

**** DO NOT RELEASE NAMES OF PERSONNEL INVOLVED EXCEPT TO THE COMMODORE OR CHIEF STAFF OFFICER (CSO) ****

Continue Next Page

COMMODORE/CAG PHONE REPORTS (cont)

PRIORITY	PERSON	PHONE NUMBER
Between 0730 and 1630 PST Monday thru Friday -		
FIRST	Commodore/CSO's OFFICE (If neither is in, leave the info with their Secretary and she will track them down)	Comm: 559-998-1040 DSN: 949-1040
At all other times -		
FIRST	COMMODORE	Home: 559-924-2979 Cell: 559-779-9778
SECOND	CHIEF STAFF OFFICER (CSO)	Home: 559-583-6599 Cell: 559-240-0175
THIRD	WING CDO	Beeper: 559-587-8994 (leave your ph# at the beep. He will call back. Let him know that you have already spoken to/left a message for the Commodore/ CSO)
FOURTH	WING SAFETY (leave msg)	Comm: 559-998-1033 DSN: 949-1033
Numbers verified 04 Feb 2002		

CAG NOTIFICATION

STEP 6-3: Contact the following individuals in the CAG's office and read the filled in template. If someone cannot be reached, continue down the list.

**** DO NOT RELEASE NAMES OF PERSONNEL INVOLVED ****

PRIORITY	PERSON	PHONE NUMBER
During normal working hours -		
FIRST	CAG	Comm: 559-998- DSN: 949- Deployed:
SECOND	CAG OPS	Comm: 559-998- DSN: 949- Deployed:
THIRD	CAG SAFETY OFFICER	Comm: 559-998- DSN: 949- Deployed:
At all other times -		
FIRST	CAG DUTY OFFICE	Comm: 559-998- DSN: 949- Deployed:

COMMODORE/CAG PHONE REPORTS (cont)

When Commodore and CAG notification is complete -

STEP 6-4: **GO TO TAB 7**, for the OPREP-3 20-Minute Message.

OPREP-3 MESSAGE

GENERAL INFO

- **DUE WITHIN 20 MINUTES** of notification of an OPREP-3 level incident.
- **Required for all Class A & B AVIATION MISHAPS.**
- If all the information is not available, DO NOT WAIT. Release the message with what you have and send a follow-on message later with more information.

If you haven't already done so -

STEP 7-1: Recall the Duty YN/PN or grab someone from ADMIN who can use the Message System.

STEP 7-2: Go to **Appendix 7A** and fill in a blank **OPREP-3 MESSAGE TEMPLATE** with the required information.

STEP 7-3: Give the filled in template to the Duty YN/PN, and have them prepare the message.

Most CO's will want to know the text of the message prior to it going out. Ensure a reasonable effort has been made to reach the CO or XO with the text of the message if you were unable to reach him prior to the 5 minute voice report -

STEP 7-4: Release the message.

Reference: OPNAVINST 3100.6G, SPECIAL INCIDENT REPORTING
(OPREP-3, NAVY BLUE AND UNIT SITREP)

OPREP-3 MESSAGE TEMPLATE

"X" appropriate addresses and fill in blanks as appropriate.

Message Precedence: **FLASH** for Pinnacle - **IMMEDIATE** for Navy Blue
FM STRKFITRON [REDACTED]

Addressees for OPREP-3 Pinnacle

TO

- ☒ JOINT STAFF WASHINGTON DC//J3 NMCC//
- ☒ USCINCPAC HONOLULU HI (or unified commander)
- ☒ CNO WASHINGTON DC//NCC//
- ☐ CMC WASHINGTON DC (if involves USMC)
- ☒ CINCPACFLT PEARL HARBOR HI//FCC// (or flt cinc)
- ☒ COMNAVAIRSYSCOM WASHINGTON DC//9F// (if aircraft accident)

INFO (Chain of Command)

- ☐ COMTHIRDFLT (current fleet - deployed)
- ☐ CTF [REDACTED] (current task force - deployed)
- ☒ COMNAVAIRPAC SAN DIEGO CA//N00/N01/N012/N32/N36/N45/N73// (tycom)
- ☒ COMCRUDESGRU [REDACTED] (battle group)
- ☒ COMCARAIRWING [REDACTED] (airwing)
- ☒ COMSTRKFIGHTWINGPAC LEMOORE CA//N00/N01/N30/N42/N45// (type wing)

(Info Others As Appropriate)

- ☒ ONI WASHINGTON DC
- ☐ NAS LEMOORE CA (or incident shore station)
- ☐ USS [REDACTED] (current ship - deployed)
- ☐ NAVSURFWARCEN INDIAN HEAD MD (if ordnance related accident)
- ☐ NAVY JAG ALEXANDRIA VA (note 1)
- ☐ DIRNAVCRIMINVSERV WASHINGTON DC//22D/23/02/21/24// (note 2)

Addressees for Navy Blue

TO

- ☒ CNO WASHINGTON DC//NCC//
 - ☒ CINCPACFLT PEARL HARBOR HI//FCC// (or flt cinc)
- (Immediate Operational and Administrative Commanders)

- ☐ COMTHIRDFLT (current fleet - deployed)
- ☐ CTF [REDACTED] (current task force - deployed)
- ☒ COMNAVAIRPAC SAN DIEGO CA//N00/N01/N012/N32/N36/N45/73// (tycom)
- ☒ COMCRUDESGRU [REDACTED] (battle group)
- ☒ COMCARAIRWING [REDACTED] (airwing)
- ☒ COMNAVAIRSYSCOM WASHINGTON DC//09F// (if aircraft accident)

INFO (Remaining Chain of Command As Appropriate)

- ☐ USCINCPAC HONOLULU HI (or unified commander)
- ☒ COMSTRKFIGHTWINGPAC LEMOORE CA//N00/N01/N30/N42/N45// (type wing)

(Info Others As Appropriate)

- ☒ ONI WASHINGTON DC
- ☐ NAS LEMOORE CA (incident shore station)
- ☐ USS [REDACTED] (current ship - deployed)
- ☐ NAVSURFWARCEN INDIAN HEAD MD (if ordnance related accident)
- ☐ NAVY JAG ALEXANDRIA VA (note 1)
- ☐ DIRNAVCRIMINVSERV WASHINGTON DC//22D/23/02/21/24// (note 2)
- ☒ COMNAVSAFECEN NORFOLK VA//00/10/11/541// (note 3)

Note 1: (injury to civilians, damage to civilian property, violations of law of war)

Note 2: (for actual, suspected or threatened major violations of law or good order and discipline; for counter intelligence matters; for incidents resulting in the loss of life; and for those other situations in which the Naval Criminal Investigative Service participation is required by SECNAVINST 5520.3B)

Note 3: (when reporting fires, flooding, grounding, explosions, collisions, or other accidents to U.S. Navy units)

OPREP-3 MESSAGE TEMPLATE (cont)

BT

UNCLAS (classify if necessary)
MSGID/OPREP-3P or OPREP-3NB/VFA-[redacted]/001/[redacted]// (Squadron/SN from App-4B/Month)
REF/A/OPREP-3P or OPREP-3NB/VFA-[redacted]/ddttttZmmmyy/-/NOTAL// (DTG of voice report)
AMPN/INITIAL VOICE REPORT TO [redacted]//..... (agency for voice report)
FLAGWORD/PINNACLE or NAVY BLUE/-//

TIMELOC/ddttttZ/_____/_____
(incident dtg) / (location:lat-long, or geo <20char) / (init,folup,final)

GENTEXT/INCIDENT IDENTIFICATION AND DETAILS/

 //

- Clearly identify the incident being reported within the first two sentences.
- For aircraft accidents, include
 - Aircraft model, bureau, reporting custodian, custodian location.
 - Pilot's name, rank, injury code (if known), and number of other persons on board and their injuries.
 - Mission and phase of flight, SAR status, and aircraft damage.
- Provide an account of the personnel and/or unit losses or damages which were incurred as a result of the incident; report unknowns. When reporting the death or serious injury of U.S. military personnel, names will be withheld pending notification of next of kin.
- Provide an assessment of the public affairs impact of any incident likely to generate significant public interest and provide data on any proposed news release (e.g. No press interest expected or Press interest likely).

RMKS/

 //

- Include CO's assessment of situation, impact of the incident on the reporting unit, and the ability of the unit to operate.
- Enter additional information about the incident, if necessary.
- The final message report for the incident will include: "MISHAP REPORT NOT REQUIRED / SUBMITTED / TO FOLLOW."
- The status of NCIS notification/participation, if any.

OPREP-3 MESSAGE TEMPLATE (cont)

BT

OPREP-3 PINNACLE EXAMPLE

UNCLAS
MSGID/OPREP-3P/PATRON FOUR ZERO/001A/MAY//
FLAGWORD/PINNACLE/-//
TIMELOC/041715Z/KAESONG KN/FOLUP//
GENTEXT/INCIDENT IDENTIFICATION AND DETAILS/P3C ORION ACFT
EXPERIENCED NAVAID TROUBLE AND APPEARS TO HAVE UNINTENTIONALLY
VIOLATED NORTH KOREAN AIR SPACE. ACFT RTB.//
RMKS/COMMANDERS ESTIMATE: NO DAMAGES OR CASUALTIES.
WILL CHECK NAVAID GEAR ON ALL SQDN ACFT. EXPECT ADVERSE
PUBLIC REACTION FROM N. KOREAN GOVT. ACCUMULATING DATA
FROM FLIGHT CREW FOR POSSIBLE PRESS RELEASE.//

COLLECTION OF MISHAP RELATED RECORDS

For all AVIATION MISHAPS (Class A, B, or C) -

STEP 8-1: At a minimum, impound the following records/
information for submission to the AMB Senior Member
or the Squadron ASO.

Delegate this TAB to the RUNNER (if possible).

OPERATIONS

- ☐ Original Flight Schedule
(working copy with all
annotated changes)
- ☐ Aircrew Logbook(s)
- ☐ Aircrew Training Record(s)
- ☐ MAC Flight Briefing
Materials
 - ☐ Briefing Guides
 - ☐ Weather Brief (DD-175-1)
 - ☐ Flight Plan (DD-175)
 - ☐ Copy of relevant NOTAMS
- ☐ Copy of current SOP

WEATHER OFFICE

- ☐ Forecast Weather Conditions
at the mishap site
- ☐ Actual Weather Conditions at
the mishap site

MAINTENANCE

- ☐ MA logbooks
- ☐ MA ADB
- ☐ Other pertinent maintenance
records/documents
- ☐ Direct lock-down and back-up
of NALCOMIS to capture all
pertinent maintenance data.

SAFETY

- ☐ Aircrew NATOPS Jacket(s)
- ☐ Current copies of NATOPS
Manual & PCL
- ☐ Copy of NATOPS Performance
Charts (if applicable)
- ☐ Current copy of OPNAVINST
3750.6R

ADMIN

- ☐ Aircrew Emergency Data
Form(s) to CO/CACO.
- ☐ Personnel Service Record(s).

FLIGHT SURGEON

- ☐ Aircrew Health Record(s)

OTHERS

- ☐ CVRS Tapes, MU, Memory Cards
- ☐ ATC Tapes (radar, IFF,
and/or voice)
- ☐ Other items deemed
appropriate.

When completed or inwork by Runner -

STEP 8-2: GO TO TAB 9, for 60-Minute Voice Reports

60-MINUTE VOICE REPORTS

GENERAL INFO

- For Class A AVIATION MISHAPS only.
 - Due within 60 minutes of a Class A mishap.
 - Do not delay the call if details are not available.
 - ** Do not release names of personnel involved over the telephone. **
-

STEP 9-1: Fill in the following information:

- REPORTING CUSTODIAN(S): _____
- AIRCRAFT TYPE: _____
- BUREAU NUMBER: _____
- MISHAP LOCATION: _____
- TIME OF MISHAP: _____ (L) _____ (Z)
- BRIEF NARRATIVE: _____

- DAMAGE: _____
- INJURIES/FATALITIES: _____
- POINTS OF CONTACT: _____

COMNAVSAFCEM PHONE REPORT

STEP 9-2: Call the NAVAL SAFETY CENTER and read the above report.

MISHAP TELEPHONE REPORT LINE (Manned 24 hr)

DSN: 564-2929
COMM: (757) 444-2929 (Collect)

NOTE: Additional information in subsequent calls is encouraged, as it becomes available including requests for investigative assistance.

COMNAVAIRPAC PHONE REPORT

STEP 9-3: Call COMNAVAIRPAC and read the above report.

AIRPAC SAFETY OFFICE (During Working Hours)

DSN: 735-2788/2845
COMM: (619) 545-2788/2845

AIRPAC DUTY OFFICE (After Hours)

DSN: 735-2017
COMM: (619) 545-2017

PAO DRAFT PRESS RELEASE

GENERAL INFO

- REQUIRED anytime an OPREP-3 Report is made.
 - **DUE WITHIN 60 MINUTES** of mishap/incident occurrence.
 - **** DO NOT RELEASE AIRCREW NAMES until confirmation of both Primary & Secondary Next of Kin Notification.** Include the statement "NAME(S) WITHHELD PENDING NOTIFICATION OF NEXT OF KIN" if required.
 - Message Precedence shall be "IMMEDIATE."
-

STEP 10-1: Remove a blank PAO MESSAGE TEMPLATE from **Appendix 10A** and fill in as much of the required information as possible.

STEP 10-2: Contact the NAS Lemoore BASE PAO, Mr. Dennis McGrath. He is available 24 hours a day.

Work: 559-998-3393/3398
DSN: 949-3393/3398
Pager: 559-971-0944
Cell: 559-381-0592
Home: 559-924-0147
Email: mcgrath.dennis@lemoore.navy.mil

- He will help you draft/edit the final message.
- Depending on his whereabouts, he may ask you to read and/or email the proposed text.

Once the final message is prepared -

STEP 10-3: Pass the draft to the duty YN or ADMIN for message generation and transmission to COMSTRKFIGHTWINGPAC.

Once the message is received at COMSTRKFIGHTWINGPAC -

STEP 10-4: The NAS Lemoore BASE PAO will

- Inform the Commodore and WING CSO of its contents
- Generate the actual Press release
- Handle all questions from the Press

**** If the Press contacts the squadron directly, politely direct them to contact the NAS Lemoore BASE PAO at the above numbers.****

PAO MESSAGE TEMPLATE

FM STRKFITRON [REDACTED]
TO COMSTRKFIGHTWINGPAC LEMOORE CA//N012//
INFO CINCPACFLT PEARL HARBOR HI//013//
COMNAVAIRPAC SAN DIEGO CA//012//
CHINFO WASHINGTON DC//JJJ//
NAS LEMOORE CA//N09L//
COMCARAIRWING [REDACTED]
BT
UNCLASS//NO5720//
MSGID/GENADMIN/VFA-[REDACTED]//
SUBJ/PUBLIC AFFAIRS-PROPOSED PRESS RELEASE//
RMKS/1. _____

(aircraft model/squadron/local time of mishap)

(location of mishap in plain english)

(fate of aircrew and whether ejected)

(names withheld pending NOK notification)

2. _____
(narrative account of mishap/phase of flight)

(Any other newsworthy information, especially ordnance)

//

**** Draft this report using civilian/plain language terminology.****

FAA NOTIFICATION

GENERAL INFO

- Submit this report only if FAA and/or civil aircraft are involved.
 - DUE WITHIN 4 HOURS of the mishap.
-

STEP 11-1: Take a blank FAA NOTIFICATION TEMPLATE from **Appendix 11A** and fill out the required information.

STEP 11-2: Make a voice report to the FAA via the local flight service station within four hours of the mishap.

During normal working hours (M-F 0830-1700) call:

FRESNO FSS DISTRICT OFFICE

(559) 487-5306 x239 when prompted (or ask the operator for the District Office MGR. Leave a voice mail if no answer.)

After hours or during a holiday call:

FAA WESTERN PACIFIC REGION DUTY OFFICER

(310) 725-3300

- The telephone report should contain all information required in the message.
- Get the name of the recipient at the FSS, as it is required for the message.

STEP 11-3: Send the FAA message via priority precedence within 24 hours of the mishap.

STEP 11-4: Fax a copy of the message to the Fresno FSS at (559) 454-8808.

FAA NOTIFICATION TEMPLATE

PRIORITY UNCLASSIFIED
FM STRKFITRON [REDACTED]
TO FAA WESTERN RGN HQ LOS ANGELES CA
INFO CNO WASHINGTON DC
CINCPACFLT PEARL HARBOR HI
COMNAVAIRPAC SAN DIEGO CA
COMNAVSAFECEN NORFOLK VA//00/10/11/541//
COMSTRKFIGHTWINGPAC LEMOORE CA
NAS LEMOORE CA

UNCLASS FOUO //N03750//
MSGID/GENADMIN/STRKFITRON [REDACTED]//
SUBJ/AIRCRAFT (INCIDENT/ACCIDENT) INVOLVING (FAA FACILITY/
CIVILIAN AIRCRAFT)//
REF/A/DOC/OPNAVINST 3750.16B//
REF/B/TEL/VFA-[REDACTED]/(dtg)//
AMPN/REF B IS TELCON BETWEEN FRESNO FSS/(faa recipient) AND VFA-
[REDACTED]/(caller's name)//

RMKS/1. DATE/LOCAL TIME/TIME ZONE OF MISHAP.
2. LOCATION OF MISHAP (distance and bearing from nearest
military base/prominent geographic location or use lat long) .
3. AIRCRAFT TYPE/MODEL/BUNO.
4. (squadron).
5. LAST BASE OF DEPARTURE.
6. AIRCRAFT DESTINATION.
8. LAST KNOWN POSITION AND/OR RADIO CONTACT WITH PILOT.
9. SECURITY CLASSIFICATION OF ACCIDENT.
10. RADIOACTIVE MATERIALS ONBOARD? (YES/NO)
11. DESCRIPTION OF MISHAP. (DO NOT INCLUDE NAMES OF INDIVIDUALS
INVOLVED IN THE MISHAP OR ANY PRIVILEGED INFORMATION).
12. IDENTIFY FAA FUNCTIONS INVOLVED. (State if FAA/NTSB
participation in mishap investigation is desired).
13. STATE WHETHER OTHER INVESTIGATIONS WILL BE CONDUCTED.
14. POINT OF CONTACT. (Name, rank, comm telephone number,
address).//

INITIAL MISHAP DATA REPORT (MDR)

GENERAL INFO

- DUE WITHIN 4 HOURS for Class A and B mishaps.
 - DUE WITHIN 24 HOURS for Class C mishaps.
 - If all the information is not available, use "TBD" and DO NOT WAIT. Release the message and send a follow-on message later.
 - Submit a first amended message MDR for Class A and B mishaps, if necessary, within 24 hours.
 - Submit additional amended MDRs as needed to update or correct data in the previous MDR. Amended MDRs help inform the endorsing chain of the progress of the investigation. Include only new or corrected information. Always repeat heading and summary paragraphs.
 - **MDRs are NON-PRIVILEGED!! Do not include the privilege statement in the text (change to instruction forthcoming).**
-

If you haven't already done so -

STEP 12-1: Recall the Duty YN/PN or grab someone from ADMIN who can use the Message System.

STEP 12-2: Go to **Appendix 12A** and fill in a blank MDR MESSAGE TEMPLATE with the required information.

STEP 12-3: Give the filled in template to the Duty YN/PN, and have them prepare the message in TurboPrep.

Once the message has been QA'd and approved -

STEP 12-4: Release the message.

Reference: OPNAVINST 3750.6, NAVAL AVIATION SAFETY PROGRAM,
Chapter 5

MDR MESSAGE TEMPLATE

PRE-FORMATTED IAW 3750.6R

"X" appropriate addresses and fill in blanks.

MESSAGE ADDRESSEES

P XXXXXXXZ MON YY

FM STRKFITRONYour Squadron
TO

- ☒ CNO WASHINGTON DC//N88F//Always
- ☒ CMC WASHINGTON DC//A/SD//Always
- ☒ COMNAVSAFECEN NORFOLK VA//00/10/11/FILE//Always
- ☒ ALL HORNET AIRCRAFT ACTIVITIESCAD

Other Commands in Endorsing Chain of

Command to First Flag Level.....if not contained in CAD - MOST ARE!!

- ☐(See Appendix 12B for Hornet CAD)
- ☐
- ☐

Activities from whom aid was requested in para 7 must be action addressees!

- ☐
- ☐
- ☐

INFO

- ☐ CINCPACFLT PEARL HARBOR HIWide public interest expected
- ☐ NAS LEMOORE CAShore station if involved
- ☐ USSShip if involved
- ☐Command of other aircrew/aircraft involved
- ☐ LSO SCHOOL NAS OCEANA VA//JJJ//Carrier landing mishaps
- ☐ HELSUPPRON EIGHTHelo shipboard mishap involving LSE
- ☐ HELSUPPRON THREEHelo shipboard mishap involving LSE
- ☐ ARMED FORCES INSTITUTE OF PATHOLOGY.....Fatality involved
WASHINGTON DC//CME-0//
- ☐ HELANTISUBRON ONE//60//Mishap involves a SAR effort
- ☐ COMNAVAIRWARCENWPNDIV CHINA LAKE CA//JJJ//Note 1
- ☐ NAVAIRWARCENACDIV PATUXENT RIVER MD//JJJ//Note 1
- ☐ ALL AEROMEDICAL ACTIVITIESNote 1
- ☐ HQ AFSC KIRTLAND AFB NM//SEF//USAF Involved - Note 2
- ☐ CDRUSASC FT RUCKER AL//PESC-Z//USA Involved - Note 2
- ☐ COMDT COGARD WASHINGTON DC//G-KSE//USCG Involved - Note 2
- ☐ NAVY JAG ALEXANDRIA VA//JJJ//Non-DOD acft, personnel, property involved
- ☐ NAVSURFWARCENDIV INDIAN HEAD MD//5320//CAD and AEPS devices of aircrew
escape systems are involved

OTHER INFORMATION OR ACTION ADDRESSEES...as directed or considered appropriate

- ☐
- ☐
- ☐

Note 1: Aeromedical matters or aviation life support systems (ALSS) involved.

Note 2: Aircraft, personnel, or facilities of that service involved (as appropriate) or mishap aircraft/engine is common with those of that service (see Appendix H of 3750.6R).

MDR MESSAGE TEMPLATE

MDR GUIDELINES

- Include only the information shown in the format below.
- Check boxes and fill in blanks where appropriate.
- Use "NA" for any information required by the format, which is obviously inappropriate (such as altitude for a ground mishap).
- Use "TBA, TBD, or UNK" for any information that is unavailable when the message is released.
- Use the term "ESTIMATED" when appropriate.
- Submit amended reports whenever new or corrected information becomes available. Include paragraph 1 as initially reported plus only those other paragraphs that have changed. Precede and follow all new or corrected material in the text by the symbol "XXX."

BODY OF MESSAGE

BT

UNCLAS FOUO //N03750// THIS IS AN ☐ INITIAL GENERAL USE NAVAL

☐ FIRST AMENDED
☐ SECOND AMENDED

AVIATION MISHAP DATA REPORT VFA-106, CLASS ☒ A ☐ FM, 106-106,
(sgdn) ☐ B ☐ FRM (SN: ##-FY)

_____, FA-18____, _____/REPORT SYMBOL OPNAV 3750-20.
(dd mmm yy) (mod/ser) (buno)
(occurred)

MSGID/GENADMIN/VFA- / / //..... (sqdn, msg SN, month)

SUBJ/AVIATION MDR/-//

REF/A/DOC/OPNAVINST/3750.6R//

REF/B/DOC/JAGINST/5800.7C//

REF/C/ //.....(other refs as appropriate)

NARR/REF A IS THE NAVAL AVIATION SAFETY PROGRAM. REF B IS THE JAG MANUAL. REF
C IS //

POC/_____/_____/_____/_____
(name) (rank) (code/billet)

_____/TEL: DSN _____ COMM _____
(location) (phone or "deployed")

EMAIL: //

RMKS/1. SUMMARY.

(Brief, factual statement to describe mishap, e.g., AIRCRAFT DEPARTED RUNWAY AFTER LEFT MAIN MOUNT COLLAPSED ON LANDING ROLLOUT.)

2. DATA

A. REPORTING ACTIVITY

(1) VFA-_____short title
(2) _____UIC
(3) NAparent squadron
(4) NAparent squadron's UIC

B. AIRCRAFT

(1) FA-18_____model/series
(2) _____buno
(3) _____modex & side
(4) VFA-_____reporting custodian
(5) _____UIC

MDR MESSAGE TEMPLATE

- (6) OFP-_____OFP version
(7) _____FCC software version
(8) ☐ F404-GE-400 ☐ F404-GE-402 ☐ F414-GE-400.....engine t/m/s
(9) _____, _____engine serial numbers
(10) GPWS
 - INSTALLED/OPERATIVE
 COLLISION AVOIDANCE SYSTEM
 - NOT INSTALLED
 PREDICTIVE MATERIAL FAILURE WARNING SYSTEM
 - INSTALLED/OPERATIVE
 SURVIVABLE FLIGHT INFORMATION COLLECTION SYSTEM
 - INSTALLED/OPERATIVEdfirs aircraft
 NAVIGATION SYSTEM INTEGRATED GPS
 - INSTALLED/OPERATIVE.....magr aircraft
(11) NAparent sqdn/reporting cust of composite sqdns
(12) NAUIC of parent sqdn/reporting cust of composite sqdns
- C. INVOLVED EQUIPMENTparts/equipment involved in mishap, e.g. EFTs
(1) _____ (1) _____model
(2) _____ (2) _____make
(3) _____ (3) _____P/N
(4) _____ (4) _____equipment code
(5) _____ (5) _____configuration
(6) _____ (6)work unit code (wuc)
(7) _____ (7)remarks for clarity
- D. ENVIRONMENT
(1) DATE: _____date - dd mmm yy
(2) TIME: _____L.....local time
(3) ZONE: _____local time zone
(4) CONDN: _____day or night
(5) LOCN: _____
 (location: name of geog area, body of water, nearest town,
 or signif landmark. DO NOT provide a vessel name.)
(A) LATD:DDMMSS N/S format
 (fill leftmost digits with zeros and rightmost digits
 with X's if req'd due to an imprecise location.)
(B) LONG:DDDMMSS E/W format
(C) STATE:state or province
(D) COUNTRY:country
(E) FACILITY:ship or station
 (if a ship, state as e.g., USS STENNIS/CVN-74)
(F) NAVAID:ICAO ident of nearest afld,navaid,ship
(G) BRG:mag brg from navaid
(H) DIST:dist from navaid
(I) AIRSPACE:Select from and give number:
 CLASS A, CLASS B, CLASS C, CLASS D, CLASS E, CLASS
 G, VICTOR AIRWAY, JET ROUTE, IR, VR, ALERT AREA,
 MOA, WARNING AREA, RESTRICTED AREA, CARRIER CONTROL
 AREA, CARRIER CONTROL ZONE, N/A, ON DECK, UNKNOWN.
(J) MISHAP SITE ELEVATION: _____MSLin ft msl
(K) MISHAP/EMERGENCY ALTITUDE: _____☐ MSL ☐ AGL.....altitude
 (if mishap occurred above the surface or altitude of
 initial emergency onset.)

MDR MESSAGE TEMPLATE

- (6) WX AS BRIEFED
- (A) BRIEFED BY:select one
☐ FORECASTER ☐ BRIEFER ☐ PILOT ☐ UNKNOWN
☐ OTHER: _____(describe) ☐ NA
 (NA applies only when a briefing was not available and for events for which no weather brief was expected or required.)
- (B) BRIEFING UTILIZATION:select one
☐ USED ☐ NOT USED ☐ NOT AVAILABLE
☐ UNKNOWN ☐ NA
 (NA only applies to events for which a weather briefing would not normally be required.)
- (C) AIR TEMP: _____in deg F
- (D) RELATIVE HUMIDITY: _____in % relative humidity
- (E) DEWPOINT: _____in deg F
- (F) WATER TEMP: _____in deg F or "NA"
- (G) WIND DIRECTION: _____in deg or "0" if light/variable
- (H) WIND VELOCITY: _____in kts or "0" if light/variable
- (I) WIND GUSTS: _____velocity or "NONE FORECAST"
- (J) CEILING: _____first BKN or OVC layer or "NONE FORECAST"
- (K) SKY CONDITION: _____in wx sequence format
 (e.g., 20 BKN 50 OVC 350 SCT)
- (L) HORIZON:select one
☐ VISIBLE ☐ OBSCURED ☐ PARTIALLY OBSCURED
☐ UNKNOWN ☐ NA
- (M) VISIBILITY: _____in sm; state "99" if CAVU/unrestricted
- (N) OBSTRUCTIONS TO VISION:select all that apply
☐ DUST ☐ FOG ☐ ICE FOG ☐ GROUND FOG ☐ HAZE
☐ SMOKE ☐ PRECIPITATION ☐ BLOWING DUST
☐ BLOWING SAND ☐ BLOWING SPRAY ☐ BLOWING SNOW
☐ CLOUDS ☐ OTHER: _____(specify) ☐ NA
- (O) ALTIMETER SETTING: _____in inch mercury
 (for the time and location of mishap or nearest wx facility)
- (P) ICING: _____as forecast or "NONE FORECAST"
- (Q) PRECIPITATION:select all that apply
☐ DRIZZLE ☐ LIGHT RAIN ☐ HEAVY RAIN ☐ HAIL
☐ SLEET ☐ LIGHT SNOW ☐ HEAVY SNOW
☐ FREEZING RAIN ☐ FREEZING DRIZZLE
☐ OTHER: _____(specify) ☐ NA
- (R) EXTREME WX:select all that apply
☐ TURBULENCE (IMC) ☐ CLEAR AIR TURBULENCE
☐ GUSTY WINDS ☐ TORNADO/WATERSPOUT ☐ WIND SHEAR
☐ HURRICANE/TYPHOON ☐ THUNDERSTORM
☐ SEVERE THUNDERSTORM ☐ LIGHTNING
☐ OTHER: _____(specify) ☐ NA
- (S) BRIEFING ACCURACY:select one
☐ SUBSTANTIALLY CORRECT ☐ CONSIDERABLY BETTER
 THAN FORECAST ☐ CONSIDERABLY WORSE THAN FORECAST
☐ UNKNOWN ☐ NA

MDR MESSAGE TEMPLATE

(7) WX - PREVAILING

- (A) AIR TEMP: _____ in deg F
 (B) RELATIVE HUMIDITY: _____ in % relative humidity
 (C) DEWPOINT: _____ in deg F
 (D) WATER TEMP: _____ in deg F or "NA"
 (E) WIND DIRECTION: _____ in deg or "0" if light/variable
 (F) WIND VELOCITY: _____ in kts or "0" if light/variable
 (G) WIND GUSTS: _____ velocity or "NONE PRESENT"
 (H) CEILING: _____ first BKN or OVC layer or "NONE PRESENT"
 (I) SKY CONDITION: _____ in wx sequence format
 (e.g., 20 BKN 50 OVC 350 SCT)

(J) HORIZON: _____ select one

- ☐ VISIBLE ☐ OBSCURED ☐ PARTIALLY OBSCURED
☐ OBSCURED ☐ UNKNOWN ☐ NA

(K) VISIBILITY: _____ in sm or "99" if CAVU/unrestricted

(L) OBSTRUCTIONS TO VISION: _____ select all that apply

- ☐ DUST ☐ FOG ☐ ICE FOG ☐ GROUND FOG ☐ HAZE
☐ SMOKE ☐ PRECIPITATION ☐ BLOWING DUST
☐ BLOWING SAND ☐ BLOWING SPRAY ☐ BLOWING SNOW
☐ CLOUDS ☐ OTHER: _____ (specify) ☐ NA

(M) ALTIMETER SETTING: _____ in inch mercury

(N) ICING: _____ as present or "NONE PRESENT"

(O) PRECIPITATION: _____ select all that apply

- ☐ DRIZZLE ☐ LIGHT RAIN ☐ HEAVY RAIN ☐ HAIL
☐ SLEET ☐ LIGHT SNOW ☐ HEAVY SNOW
☐ FREEZING RAIN ☐ FREEZING DRIZZLE
☐ OTHER: _____ (specify) ☐ NA

(P) EXTREME WX: _____ select all that apply

- ☐ TURBULENCE (IMC) ☐ CLEAR AIR TURBULENCE
☐ GUSTY WINDS ☐ TORNADO/WATERSPOUT ☐ WIND SHEAR
☐ HURRICANE/TYPHOON ☐ THUNDERSTORM
☐ SEVERE THUNDERSTORM ☐ LIGHTNING
☐ OTHER: _____ (specify) ☐ NA

(Q) RUNWAY CONDITION: _____ select all that apply

- ☐ DRY ☐ WET ☐ SLUSH ☐ LOOSE SNOW ☐ PACKED SNOW
☐ ICE ☐ PATCHY ☐ SANDED ☐ OILY ☐ UNPREPARED
☐ OTHER: _____ (specify) ☐ UNKNOWN
☐ NA (event not in the rwy envrnmt)

(R) METEOROLOGICAL COMMENTS: _____

 (Briefly describe any additional environmental/meteorological information deemed pertinent to the mishap.)

E. SAFETY PROGRAMS

(1) _____ date CO attended Aviation Command Safety Course

(2) _____ date Aviation Safety Officer (ASO) attended
 Aviation Safety Officers Course

(if CO or ASO have not attended either course, state "HAS NOT ATTENDED.")

(3) _____ date of last NAVSAFECEN safety survey

MDR MESSAGE TEMPLATE

3. CIRCUMSTANCES

- (1) ORIGIN: _____departure ship/afld; else lat/long
(2) MISSION: _____mission in plain language
(3) TOTAL MISSION REQUIREMENT CODE: _____use 3710.7 codes
(4) TYPE OF FLIGHT PLAN: _____VFR, IFR, DVFR, etc.

- (if known, state if pilot was or was not in IMC at time of mishap)
(5) DESTINATION: _____intended point of landing
(6) AIRCRAFT EVOLUTION: _____(activity in which
acft was involved, e.g., catapult launch, climb, cruise, 30-degree
dive, flight deck respot, maintenance, etc.)

4. MISHAP CLASSIFICATION. _____

(State that information upon which mishap classification is based. Copy info from Appendix 3A of TAB 3, e.g., for a CLASS A FM: "INTENT FOR FLIGHT EXISTED AND AIRCRAFT WAS DESTROYED.")

5. DAMAGE AND COSTS.....itemize aircraft/equipment/property damage & costs

A. AIRCRAFT

- If aircraft was destroyed, so state.
- If not, describe all aircraft damage and list cost. Itemize costs, including hours to repair.
- If items/costs unknown, state "TBD."
- If more than one aircraft was damaged, list model, bureau number, hours to repair, and cost each separately.

B. DOD PROPERTY DAMAGE

- Per major item, describe all DOD property damage and list cost.
- Describe property damage, and itemize costs, including hours to repair.
- Use cost figures provided by the cognizant aviation depot, if available, else state "TBD."

C. NON-DOD PROPERTY DAMAGE

- Describe all non-DOD property damage itemizing cost.
- Information about the actual cost of damage to non-DOD property shall be provided by a representative from the claims section of the nearest naval activity or a representative from the nearest naval legal service office.
- Use their best estimates until this information is available.

MDR MESSAGE TEMPLATE

6. PERSONNEL INFORMATION, INJURIES, AND COSTS

- A. SOULS ON BOARD: _____total for each acft involved
B. CREW: _____total num of aircrew aboard each mishap acft

(1) _____

(2) _____

For each crewmember, state -

- Crew duty assigned, e.g., PIC, WSO, COPILOT, etc.
- Designate who was at the controls at the time of the mishap.
- Rank/rate, designator, service, parent organization.
- Duty status (on or off duty).
- Injury classification: fatal injury, permanent total disability, permanent partial disability, lost workday injury, first aid injury, no injury, lost at sea, missing, or unknown.
- Describe the most significant injuries, days hospitalized and additional days away from work, describe the body part injury and diagnosis, and pre-existing diseases/defects that contributed to the mishap. State whether male or female.
- State if NVDs were being used.

For the pilot, copilot and NFOs -

- State total flight hours, hours in model, and flight hours last 30, 60 and 90 days.

C. TOTAL NUMBER OF PASSENGERS: NAor total # paxs in each aircraft

(1) INJURED PASSENGERS: NAor total # injured paxs

- Give rank/rate, NEC/designator, service.
- Specify DOD or non-DOD, parent organization, duty status, injury.
- Describe the most significant injuries, days hospitalized and additional days away from work.

(2) UNINJURED PASSENGERS: NAor total # uninjured paxs in each acft

D. INJURED NONOCCUPANTS: _____total # injured nonoccupants

(1) _____

(2) _____

- List all injured nonoccupants.
- State the NEC/designator, service.
- Specify if DOD or non-DOD, duty status, civilian or military, injury.
- Describe the most significant injuries, days hospitalized, and additional days away from work.

E. AEROMEDICAL ANALYSIS ☐ WILL ☐ WILL NOT BE SENT. _____
(if not, state why)

MDR MESSAGE TEMPLATE

7. MISHAP INVESTIGATION. _____

Include the following if applicable -

- **NON-PRIVILEGED** information on progress of the mishap investigation.
- Location of wreckage, if different from mishap location.
- Requests for assistance. State the nature of help needed, when and where, and the source of the aid, if known. When requesting assistance from the controlling custodian or from an activity external to the command, begin the request with the phrase "FOR (controlling custodian), REQUEST...." **Our controlling custodian is COMNAVAIRPAC!!** Requests for help from activities subordinate to the controlling custodian should be similarly addressed. **Be sure the activity from whom you are requesting aid is an action addressee on the message.**
- Requests for relief from investigative and reporting responsibilities. See chapter 6 of 3750.6R for details.
- Requests for extensions of SIR deadlines. See chapter 7 of 3750.6R.
- Requests for salvage of submerged wreckage. See para 609c of 3750.6R.
- FAA notification required/date/time notified.
- Flight Data Recorder: recovered/activity where sent/date/which traceable means used.
- PLAT Tape obtained /activity where sent/date/which traceable means used.
- Tower Tapes or recordings of air control transmissions obtained/date.
- Status of all previously requested EIs.
- Justification for upgrading, downgrading or category changes.

8. JAG MANUAL INVESTIGATION. THIS MISHAP ☐ DOES ☐ DOES NOT MEET THE REQUIREMENTS IN REF B FOR A JAG MANUAL INVESTIGATION. **If appropriate, include INVESTIGATION BEGUN, _____ (date), BY CO VFA-_____ (convening authority).**

9. AVIATION MISHAP BOARD

- SENIOR MEMBER: _____rank, name, command
DSN _____, COMM _____, CELL _____
FAX _____, EMAIL _____
(List DSN, commercial, cell phone and fax numbers for the senior member or the member designated as point of contact to answer telephone inquiries in the POC line above the RMKS line. If embarked, so state and provide an INMARSAT phone number.)

- AIRCRAFT OPERATIONS: _____rank, name, command
- AIRCRAFT MAINTENANCE: _____rank, name, command
- AVIATION SAFETY: _____rank, name, command
- FLIGHT SURGEON: _____rank, name, command
- _____: _____ //rank, name, command
(other board members)

BT
XXXX
NNNN

HORNET COLLECTIVE ADDRESS DESIGNATOR

R 091515Z MAR 00 PSN 856407S30

FM COMNAVSAFECEN NORFOLK
VA//10/15D/FILE//

TO AIRTEVRON NINE
AIRTEVRON NINE DET PT MUGU CA
CDRUSASC FT RUCKER AL//CSSC-Z//
CG FIRST MAW
CG FOURTH MAW
CG I MEF
CG II MEF
CG SECOND MAW
CG THIRD MAW
CMC WASHINGTON DC//SD//
CMC WASHINGTON DC//SD//
CNATRA CORPUS CHRISTI TX
CNO WASHINGTON DC//N88F//

Airwings

COMCARAIRWING EIGHT
COMCARAIRWING ELEVEN
COMCARAIRWING FIVE
COMCARAIRWING FOURTEEN
COMCARAIRWING NINE
COMCARAIRWING ONE
COMCARAIRWING SEVEN
COMCARAIRWING SEVENTEEN
COMCARAIRWING THREE
COMCARAIRWING TWO
COMCARAIRWINGRES TWO ZERO

Battle Groups

COMCARGRU EIGHT
COMCARGRU FIVE
COMCARGRU FOUR
COMCARGRU ONE
COMCARGRU SEVEN
COMCARGRU SIX
COMCARGRU THREE
COMCARGRU TWO
COMCRUDESGRU EIGHT
COMCRUDESGRU FIVE
COMCRUDESGRU ONE
COMCRUDESGRU THREE
COMCRUDESGRU THREE
COMCRUDESGRU TWELVE
COMCRUDESGRU TWO

COMFAIRWESTPAC ATSUGI JA//N312//
COMMARFORLANT
COMMARFORLANT
COMMARFORPAC
COMMARFORPAC

COMNAVAIRESFOR NEW ORLEANS LA
COMNAVAIRLANT NORFOLK VA//N45/N42//
COMNAVAIRPAC SAN DIEGO CA
COMNAVAIRSYSCOM PATUXENT RIVER
MD//5.0D/5.0F//
COMNAVAIRWARCENACDIV PATUXENT
RIVER MD
COMNAVAIRWARCENWPNDIV CHINA LAKE
CA//44K100D//
COMNAVSAFECEN NORFOLK
VA//10/11/15D/FILE//
COMOPTEVFOR NORFOLK VA
COMSTRKFIGHTWINGLANT OCEANA VA
COMSTRKFIGHTWINGPAC DET FALLON NV
COMSTRKFIGHTWINGPAC FLTINTROTM
LEMOORE CA
COMSTRKFIGHTWINGPAC LEMOORE CA
DCMC BOEING ST LOUIS MO//RDF//
FITRON COMP THIRTEEN
FITRON COMP TWELVE
HQ AFSC KIRTLAND AFB NM//SEF/SEP/SE//
LSO SCHOOL NAS OCEANA VA

MAGs

MAG ELEVEN
MAG FOUR NINE
MAG FOUR NINE DET ALFA
MAG FOUR ONE
MAG FOUR SIX
MAG FOUR TWO
MAG FOUR TWO DET ALFA
MAG THREE ONE
MAG TWELVE
MAG TWELVE

MAWTS ONE YUMA AZ
NAVAIRWARCENTRASYS DIV ORLANDO
FL//10A//
NAVAIRWARCENWPNDIV PT MUGU CA
NAVAIRWPNSTA CHINA LAKE CA//C0811/C087//
NAVAVNDEPOT JACKSONVILLE FL
NAVAVNDEPOT NORTH ISLAND CA
NAVCOMTELSTA WASHINGTON DC//N3/N353//
NAVCSRF HONOLULU HI//W33//
NAVFLIGHTDEMRON
NAVPGSCOL MONTEREY CA//10//
NAVSTKAIRTESTRON PATUXENT RIVER
MD//55SA90A/55SA10A F18//
NAVSTKAIRWARCEN FALLON NV
NAVTESTPILOTSCH PATUXENT RIVER
MD//55TP90A//
NAVTESTWINGLANT PATUXENT RIVER
MD//55TW90A/55IM90A//
NAVTESTWINGPAC PT MUGU CA//562000D//

HORNET COLLECTIVE ADDRESS DESIGNATOR

NAVWPNTSTRON CHINA LAKE
CA//562000D/562100D//
NCTAMS EURCENT NAPLES IT//JJJ//
NCTAMS EURCENT NAPLES IT//JJJ//
NCTAMS LANT NOVA NORFOLK VA

Weapon Schools

SFWSLANT OCEANA VA
SFWSPAC LEMOORE CA

Navy Squadrons

STRKFITRON EIGHT ONE
STRKFITRON EIGHT SEVEN
STRKFITRON EIGHT SIX
STRKFITRON EIGHT THREE
STRKFITRON EIGHT TWO
STRKFITRON FIFTEEN
STRKFITRON NINE FOUR
STRKFITRON NINE SEVEN
STRKFITRON ONE FIVE ONE
STRKFITRON ONE FOUR SEVEN
STRKFITRON ONE FOUR SIX
STRKFITRON ONE NINE FIVE
STRKFITRON ONE NINE TWO
STRKFITRON ONE ONE FIVE
STRKFITRON ONE ONE THREE
STRKFITRON ONE THREE ONE
STRKFITRON ONE THREE SEVEN
STRKFITRON ONE THREE SIX
STRKFITRON ONE TWO FIVE
STRKFITRON ONE TWO TWO
STRKFITRON ONE ZERO FIVE
STRKFITRON ONE ZERO SIX
STRKFITRON THREE FOUR
STRKFITRON THREE SEVEN
STRKFITRON TWO FIVE
STRKFITRON TWO SEVEN
STRKFITRON TWO TWO
STRKFITRON TWO ZERO FOUR
STRKFITRON TWO ZERO ONE
STRKFITRON TWO ZERO THREE
SWATSLANT OCEANA VA

Carriers

USS ABRAHAM LINCOLN
USS CARL VINSON
USS CONSTELLATION
USS DWIGHT D EISENHOWER
USS ENTERPRISE
USS GEORGE WASHINGTON
USS HARRY S TRUMAN
USS JOHN C STENNIS
USS JOHN F KENNEDY
USS KITTY HAWK
USS NIMITZ
USS THEODORE ROOSEVELT

Marine Squadrons

VMFA AW FIVE THREE THREE
VMFA AW ONE TWO ONE
VMFA AW THREE THREE TWO
VMFA AW TWO FOUR TWO
VMFA AW TWO TWO FIVE
VMFA AW TWO TWO FOUR
VMFA ONE FOUR TWO
VMFA ONE ONE FIVE
VMFA ONE ONE TWO
VMFA ONE THREE FOUR
VMFA ONE TWO TWO
VMFA THREE ONE FOUR
VMFA THREE ONE TWO
VMFA THREE TWO ONE
VMFA THREE TWO THREE
VMFA TWO FIVE ONE
VMFA TWO ONE TWO
VMFA TWO ONE TWO
VMFA TWO THREE TWO
VMFAT ONE ZERO ONE
VMFT FOUR ZERO ONE

HORNET COLLECTIVE ADDRESS DESIGNATOR

UNCLAS //N02342//
MSGID/GENADMIN/COMNAVSAFECEN/15-059/MAR//

SUBJ/ALL HORNET AIRCRAFT ACTIVITIES COLLECTIVE ADDRESS DESIGNATOR (CAD) /1 RECAPITULATION//

POC/T. LARKIN/CIV/PRIPHN:DSN 564-3520 EXT 7283/-/COMNAVSAFECEN/SECPHN:757-444-3520 EXT 7283/ FAX: 757-444-7049/ DSN 564-7049/E-MAIL: TLARKIN@SAFETYCENTER.NAVY.MIL//
RMKS/1. EFFECTIVE 22 MARCH 2000 THE ACTION ADDRESSEES OF THIS MESSAGE LESS CNO WASHINGTON DC, NAVCSRF HONOLULU HI, NCTAMS LANT NOVA NORFOLK VA, NCTAMS EURCENT NAPLES IT AND NAVCOMTELSTA WASHINGTON DC CONSTITUTE THE ALL HORNET AIRCRAFT ACTIVITIES COLLECTIVE ADDRESS DESIGNATOR.

2. THE FOLLOWING PARTICULARS PERTAIN TO THE ALL HORNET AIRCRAFT ACTIVITIES CAD:

A. COGNIZANT AUTHORITY: COMNAVSAFECEN NORFOLK VA.

B. PURPOSE: TO BE USED SOLELY FOR DISSEMINATION OF HAZARDS, MISHAP REPORTS, MISHAP INVESTIGATION REPORTS AND THEIR ENDORSEMENTS AS ADDRESSED IN OPNAVINST 3750.6Q.

C. CLASSIFICATION: THE PURPOSE AND COMPOSITION OF THIS CAD ARE UNCLASSIFIED; HOWEVER, SIGNIFICANT PORTIONS OF THE REPORTS TRANSMITTED HEREUNDER CONTAIN PRIVILEGED INFORMATION AS DEFINED IN OPNAVINST 3750.6Q. SUCH INFORMATION REQUIRES SPECIAL HANDLING TO ENSURE THAT IT IS USED ONLY FOR SAFETY PURPOSES, AND UNAUTHORIZED DISCLOSURE IS A CRIMINAL OFFENSE PUNISHABLE UNDER ARTICLE 92 OF THE UCMJ. THEREFORE, DISTRIBUTION OF ALL INFORMATION SENT UNDER THIS CAD MUST BE CLOSELY MONITORED AND CONTROLLED.

D. AUTHORIZED USERS: ALL CAD ADDEES; ORIGINATORS AND ENDORSERS OF HAZARD REPORTS, MISHAP REPORTS, AND MISHAP INVESTIGATION REPORTS PERTAINING TO ALL HORNET AIRCRAFT; AND CNO WASHINGTON DC.

3. ADDEES INFORM YOUR SERVING TELECOMMUNICATIONS FACILITIES/TERMINALS OF THIS PROMULGATION SO THEY MAY CONFIRM THEIR GUARDLISTS.//
BT

MISCELLANEOUS REPORTS / DUTIES

GENERAL INFO - The following should be considered for possible action.

- Obtain a 72-hour history for all personnel involved. For all Class A & B mishaps (and if necessary for Class C mishaps) send individuals directly involved in the mishap to medical to have blood samples drawn. Consult your flight surgeon with questions.
- If a squadron fatality has occurred, contact the command CACO to initiate PNOK and SNOK notification.
- If death is imminent for a military member, contact the Admin Officer immediately to initiate Imminent Death Retirement procedures.
- If a loss of COMSEC equipment has occurred, alert the squadron CMS Custodian and Security Manger so they can initiate a "Loss of COMSEC Equipment Letter."
- Query the maintenance department as to whether they will need to initiate an X-ray / Equipment Loss Report.
- Distribute the Mishap Responsibility checklists to appropriate members of the squadron (located in the Safety Officer's Turnover Binder).

CLASS C AIRCRAFT MISHAP PROCEDURES

If the aircraft mishap as determined in TAB 3 is Class "C" (less than \$200,000 damage and/or no permanent disability) there are no immediate reports required. The first report deadline is 24 hours from the mishap occurrence.

GENERAL INFO

- Initiate squadron notification referencing TAB 5.
- With a Class "C" aircraft mishap, the CO may want to send a Unit SITREP. If a Unit SITREP is to be sent, go to APPENDIX 14A.
- Blood samples are not required for Class C mishaps unless it is suspected that drugs/alcohol or other physical impairments may be a factor. If necessary, send appropriate individuals directly involved in the mishap to medical to have blood samples drawn, and a 72-hour history taken. Consult your flight surgeon with questions.
- When the above steps are complete, collect all relevant materials relating to the mishap and ensure they are given to the Safety Officer. The Safety Officer, or an alternate designated by the CO will be responsible for following through on required mishap messages.
- Distribute the Mishap Responsibility checklists to appropriate members of the squadron (located in the Safety Officer's Turnover Binder).

UNIT SITREP

- The Unit SITREP is used by CO's to tell appropriate operational commanders about any incident not meeting OPREP-3 reporting criteria.
- If the CO desires to send a Unit SITREP, refer to the message format on the next page (APPENDIX 14A).
- Unit SITREP messages are due within 20 minutes - no voice report is required. Message precedence and classification is as appropriate.
- A Unit SITREP shall be submitted when:
 - (a) Directed
 - (b) Considered appropriate by the CO.
 - (c) A bomb threat is evaluated as a hoax.
- A Unit SITREP will contain the following information:
 - (a) Status of situations/events not requiring an OPREP-3.
 - (b) Progress of special operations/events.
 - (c) Information concerning specific events/operations.
 - (d) Type of event being reported.
 - (e) Brief account of event (who, what, where, when, why, action taken).
 - (f) Do not release sensitive or personal information. Use general identification of individuals (i.e. PO1 or 20 yr old E-3).
- For RMKS, include CO's assessment of the situation, impact of the incident on the unit, unit's ability to conduct operations and anticipated press interest. The final message report for the incident will include "mishap report to follow, submitted or not required."

SAMPLE UNIT SITREP

DETAILS/

RMKS/

UNCLASSIFIED 000000Z XXX 00

INITIAL NON-AVIATION MISHAP NOTIFICATION

*** USE THIS TAB ONLY IF AN INDIVIDUAL HAS BEEN INJURED IN ANY WAY IN A MISHAP OR THAT IS NOT DIRECTLY RELATED TO A NAVAL AIRCRAFT.***

INITIAL NOTIFICATION

STEP 1-1: Record all available information on the Initial Notification Worksheet (appendix 1A).

STEP 1-2: Notify the Operations Duty Officer (ODO) or the Squadron Duty Officer (SDO) immediately. In the event of death or serious injury ensure the CO, XO, and CACO are notified to initiate primary and secondary next of kin notification. Do not release victim's names to anyone outside the chain of command.

Note: If the CO is fatally or critically injured or missing, an OPREP-3 PINNACLE report is required (see SECTION 3).

STEP 1-3: For non-fatal, non-serious mishaps, notify the Safety Officer and have the victim's supervisor fill out a "SUPERVISOR'S REPORT OF MISHAP/OCCUPATIONAL ILLNESS INCIDENT" worksheet from Tab 2.

STEP 1-4: FAX the report to the NAS Lemoore Base Safety office at x2328.

STEP 1-5: Make a follow-up phone call to NAS Lemoore Base Safety at x3936 or x3932 and request their assistance in fulfilling the investigation and reporting requirements. Reference Tab 3 to determine the governing instruction.

STEP 1-6: Give the original Report and all other information associated with the mishap to the Safety Officer.

NON-AVIATION INITIAL NOTIFICATION WORKSHEET

**** Gain as much of the following information as possible! ****

Time of Call: _____

Caller's Name: _____ (Rank): _____

Phone Number: _____ (Organization): _____

Time of mishap (Local): _____

Location: (nearest crossroads, be as specific as possible)

Caller's Initial Description of Mishap (Find out who, what, where, when and why): _____

If anyone has gone to hospital, find out which hospital:

What are the estimated injuries? ☐ YES ☐ NO ☐ UNKNOWN

Condition: _____

How many injured? ☐ UNKNOWN

Condition: _____

Are any of the following on scene/have they been contacted:

Police ☐ ONSCENE ☐ CONTACTED ☐ UNKNOWN

Fire Department ☐ ONSCENE ☐ CONTACTED ☐ UNKNOWN

An ambulance ☐ ONSCENE ☐ CONTACTED ☐ UNKNOWN

<div>NON-AVIATION INITIAL NOTIFICATION WORKSHEET (cont)</div>

Were there any other witnesses? ☐ YES ☐ NO

Name	_____	_____
------	-------	-------

Address	_____	_____
---------	-------	-------

Phone	_____	_____
-------	-------	-------

Name	_____	_____
------	-------	-------

Address	_____	_____
---------	-------	-------

Phone	_____	_____
-------	-------	-------

SUPERVISOR'S REPORT OF MISHAP/OCCUPATIONAL ILLNESS INCIDENT

UTILIZING PAGE (1), SUPERVISORS SHALL, WITHIN 24 HOURS OF FIRST NOTICE, REPORT ALL MISHAPS AND OCCUPATIONAL ILLNESSES TO THE SITE SAFETY OFFICE BY TELEPHONE (X3936)! INCIDENTS OCCURRING ON WEEKENDS OR HOLIDAYS SHALL BE REPORTED ON THE NEXT WORKDAY FOLLOWING. WITHIN 5 WORKING DAYS FOLLOWING FIRST NOTICE OF THE INCIDENT, COMPLETE PAGE (2) AND FORWARD THE ENTIRE REPORT, INCLUDING SUPPORTING DOCUMENTS AND DOCUMENTED CORRECTIVE ACTIONS, TO THE SITE SAFETY OFFICE BY FAX (EXT. 2328), GUARDMAIL, OR IN PERSON. THE FOLLOWING INFORMATION IS REQUIRED TO COMPLETE THIS REPORT.

REPORTER'S NAME: _____ SUPVR: YES / NO

ACTIVITY/DEPARTMENT: _____ PHONE: (_____) _____

EMPLOYEE INFORMATION

NAME OF EMPLOYEE: _____
(Last First MI) (SSN)

RANK/RATE/SERIES & GRADE : _____ DOB: ____/____/____ SEX: _____

AIR STATION: _____ COMMAND/ACTIVITY: _____ UIC: _____

PM/DEPARTMENT: _____ WC / SHOP CODE: _____ JOB TITLE: _____

PERSONNEL TYPE (CIRCLE ONE): CIVIL SERVICE NON-APPROPRIATED FUND CIVILIAN MILITARY

WORK SHIFT: (CIRCLE ONE): 1ST 2ND 3RD

SELECT TYPE OF INCIDENT (CIRCLE ONE): PERSONAL INJURY OCCUPATIONAL ILLNESS MOTOR VEHICLE PROPERTY DAMAGE

PERSONAL INJURY MISHAP OR OCCUPATIONAL ILLNESS INCIDENT INFORMATION (CIRCLE OR FILL IN THE APPLICABLE DATA)

1. INCIDENT DATE: ____/____/____ 2. INCIDENT TIME: _____ 3. DID INCIDENT OCCUR: ON DUTY OR OFF DUTY

4. INCIDENT OCCUR ON BASE: NO YES - OCCURANCE LOCATION: _____ FAC # _____

5. ACTIVITY/TASK ENGAGED IN: _____
(WELDING, MATERIAL HANDLING, USING COMPUTER, DRIVING VEHICLE, JOGGING, BASKETBALL, ETC.)

6. SOURCE OF INJURY: _____
(WELDER, CIRCULAR SAW, DOOR, STAIRS, VEHICLE, BASKETBALL, RACQUET BALL, KNIFE, ETC.)

7. TYPE OF INJURY/ ILLNESS: _____ 8. ACCIDENT TYPE: _____
(FRACTURE, CUT, BURN, ETC.) (FALL FROM, STRUCK BY, CONTACT WITH, ETC.)

9. BODY PART INJURED: _____
(HEAD, LEG, LEG, FOOT, FINGER, HAND, ARM, NOSE, ETC.) (INDICATE LEFT OR RIGHT WHERE NECESSARY)

10. MEDICAL TREATMENT REQUIRED: NO YES - DATE: _____ WHERE: _____

11. HOSPITALIZATION REQUIRED: NO YES - # OF DAYS: _____ WHERE: _____

12. LOST WORKDAYS ASSIGNED: NO YES - # OF DAYS: _____ 13. LIGHT DUTY DAYS ASSIGNED: NO YES - # OF DAYS: _____

14. DID THE INCIDENT INVOLVE ANY OF THE FOLLOWING: RECREATION ATHLETICS HOME SIGHT CHEMICAL
HEARING LOSS (STS) ERGONOMICS BLOODBORNE PATHOGEN EXPOSURE BIOHAZARD MOTOR VEHICLE

IF CHEMICAL, LIST MSDS#(S) AND CHEMICAL NAME(S): _____

15. SHORT NARRATIVE (How Incident Occurred): _____

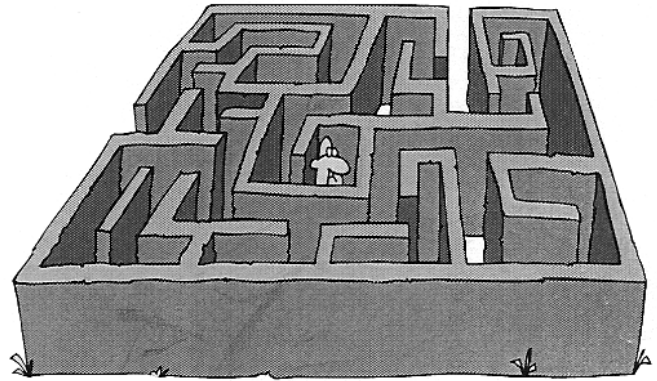
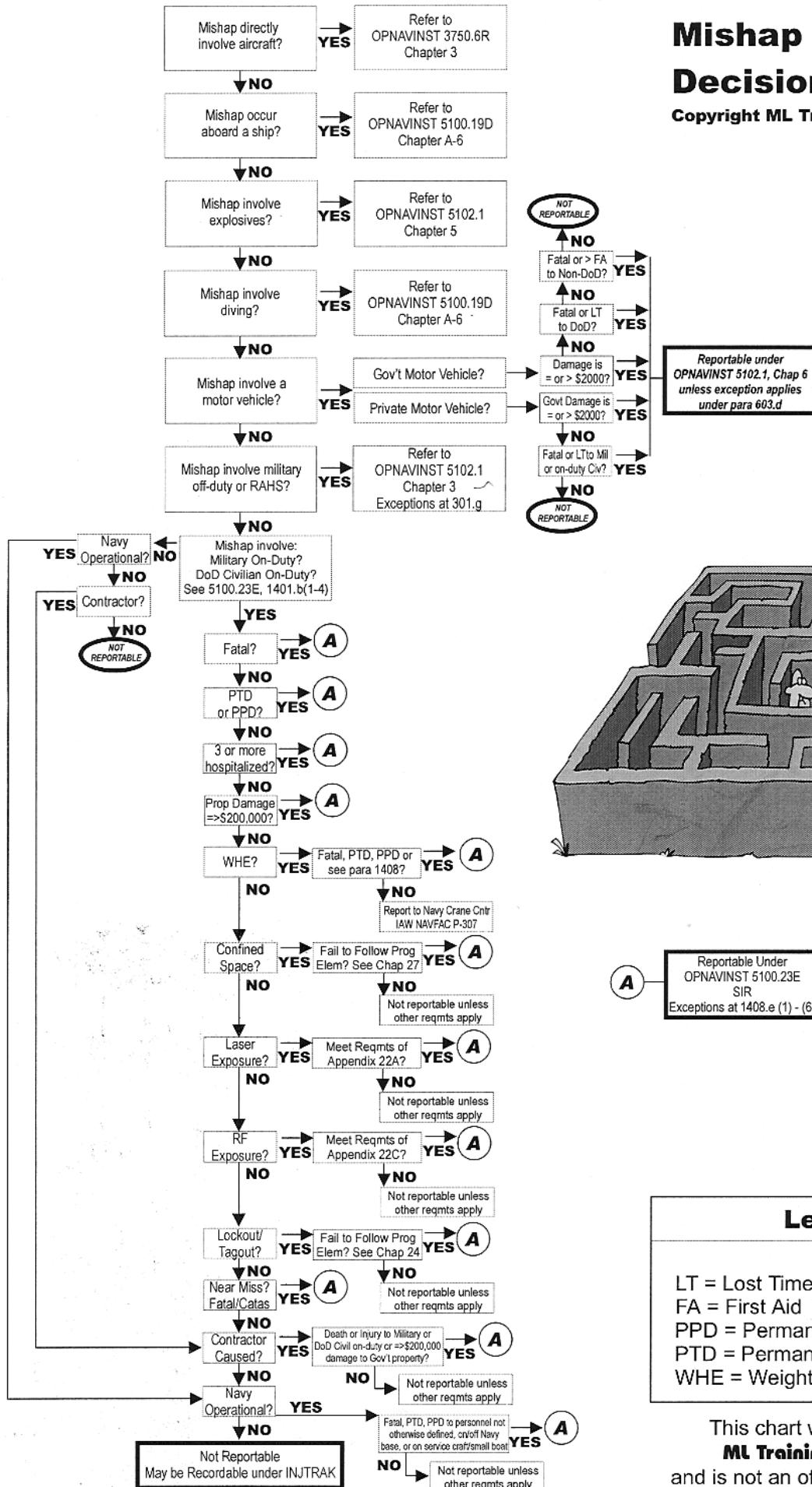
18. GENERAL CAUSE OF MISHAP: PERSONNEL ERROR MATERIAL FAILURE ENVIRONMENTAL EXTREMES UNSAFE ACT
INADEQUATE PRECAUTIONS INADEQUATE PROCEDURES UNSAFE CONDITION LACK OF TRAINING

19. SPECIFIC CAUSE OF MISHAP: FAILURE TO SUPERVISE NO "SOP" EMPLOYEE DID NOT FOLLOW "SOP" HORSEPLAY
EMPLOYEE DISTRACTED EMPLOYEE IN HURRY PPE NOT PROVIDED PPE PROVIDED BUT NOT WORN UNSAFE DRIVING
SUPERVISOR INATTENTION TO WORKPLACE HAZARDS EMPLOYEE INATTENTION TO WORKPLACE HAZARDS
VIOLATING SAFE SPORTS PRACTICES ASSUMING UNSAFE POSTURE WARNINGS NOT POSTED

--

Mishap Reporting Decision Flow Chart

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SPECIAL INCIDENT REPORT DETERMINATION

DESCRIPTION

- **You have arrived at this section if you are responding to a special incident or event that may generate high-level interest.**
- From the table below determine the reporting requirement for the special incident in question. Go to the tab listed at the bottom of the appropriate column. If an event or special incident may attract...
 - National level interest - OPREP-3 PINNACLE Series.
 - High U.S. Navy interest - OPREP-3 NAVY BLUE Series.
 - Local higher authority interest - Unit SITREP.

NATIONAL LEVEL INTEREST	HIGH LEVEL NAVY INTEREST	HIGHER NAVAL AUTHORITY INTEREST
OPREP-3 PINNACLE	OPREP-3 NAVY BLUE	UNIT SITREP
<input type="checkbox"/> War risk attacks, harassment, hostile acts against U.S. <input type="checkbox"/> Major nuclear weapons incidents <input type="checkbox"/> Territorial violations <input type="checkbox"/> Defections <input type="checkbox"/> Sabotage <input type="checkbox"/> Hijacking <input type="checkbox"/> High-level military ops resulting in damage to aircraft, ships, equipment, etc. <input type="checkbox"/> Injury to civilians <input type="checkbox"/> Widespread civilian property damage <input type="checkbox"/> SAR initiation in foreign country <input type="checkbox"/> Abrupt foreign government changes <input type="checkbox"/> Reconnaissance incidents <input type="checkbox"/> Attacks against nuclear site <input type="checkbox"/> Receipt of critical intelligence	<input type="checkbox"/> Any Class A or B aircraft mishap not a PINNACLE. <input type="checkbox"/> Aircraft crash on government land or at sea. <input type="checkbox"/> Bomb threat thought to be valid <input type="checkbox"/> Civilian or military disorder <input type="checkbox"/> Request for assistance after natural disaster <input type="checkbox"/> Major racial incident <input type="checkbox"/> Nuclear reactor/radiological accidents <input type="checkbox"/> Minor nuclear weapons accidents <input type="checkbox"/> Minor collisions at sea <input type="checkbox"/> Oil spills <input type="checkbox"/> Labor strikes <input type="checkbox"/> Naval accidents (fire, flood, etc.) <input type="checkbox"/> SAR <input type="checkbox"/> Major fraud, waste and abuse <input type="checkbox"/> INCSEA violations <input type="checkbox"/> Discrimination and sexual harassment	Events not requiring OPREP-3 reporting. <input type="checkbox"/> Hoax bomb threat <input type="checkbox"/> Minor racial incidents <input type="checkbox"/> Minor fraud, waste, and abuse <input type="checkbox"/> Violent crime <ul style="list-style-type: none"> • Assault • Aggravated assault • Sexual assault • Robbery • Armed robbery • Spousal abuse • Child abuse <input type="checkbox"/> Incidents of suicide or attempted suicide
<u>GO TO TAB 2</u>	<u>GO TO TAB 2</u>	<u>GO TO TAB 4</u>

OPREP-3 VOICE REPORT

GENERAL INFO

- There are two parts to an OPREP-3 Report. The OPREP-3 Voice Report and the OPREP-3 Message.
- The main purpose of the OPREP-3 voice report is immediate notification of a special incident to the highest levels of the Navy and/or Federal Government. It is not intended to provide details for a CNN news brief. Keep it simple and make it quick.
- **DUE WITHIN 5 MINUTES** of notification of an OPREP-3 level incident.
- Ensure every reasonable effort has been made to contact the CO, XO, or ASO in STEP 2-2 below, prior to making this phone call.
- Do not unduly delay the call while waiting for further information.

STEP 2-1: Go to **Appendix 2A** and determine the **TYPE of OPREP-3 REPORT** required.

- ☐ Pinnacle
- ☐ Navy Blue

STEP 2-2: CO Confirmation: Contact the CO using the squadron recall.

- Notify him of the incident.
- Ask him to confirm your determination of Pinnacle vs Navy Blue.
- Ask him for his estimate of the impact of the incident on the squadron's ability to operate (this will be used in the OPREP-3 20-minute message).

- ☐ NONE
- ☐ MINIMAL
- ☐ MODERATE
- ☐ SEVERE

NOTE: Contact the XO if CO cannot be reached. Contact the OPS-0 if CO/XO cannot be reached. If none of the above individuals are available, make the determinations using your best judgement.

STEP 2-3: Go to **Appendix 2B** and determine the **OPREP-3/SITREP SERIAL NUMBER** for this voice report.

Continued Next Page

OPREP-3 VOICE REPORT (cont)

DELEGATE THE REMAINING TAB-4 STEPS, IF ABLE.

STEP 2-4: Go to **Appendix 2C** and fill in the details of the **OPREP-3 VOICE REPORT TEMPLATE**.

- **NOTE:** Examples of OPREP-3 Pinnacle and Navy Blue Voice Reports are also contained in **Appendix 2C**.

STEP 2-5: **Make the call!** Contact the following agencies in order until someone is reached.

PRIORITY	AGENCY	PHONE NUMBER
FIRST	CINCPACFLT	COMM: (808) 471-3201/2/3 STU-III: (808) 471-5208/9
SECOND	NAVY COMMAND CENTER (NCC)	COMM: (703) 695-0231/0232
THIRD	NATIONAL MILITARY COMMAND CENTER (NMCC)	COMM: (703) 697-6340 • Request they relay or conference call to NCC.
Numbers verified 10 July 2001.		

- Read the filled-in **OPREP-3 VOICE REPORT TEMPLATE**
- **EXACTLY AS WRITTEN** and
- **IN A CHALLENGE AND REPLY FORMAT.**
- Speak clearly and don't read too quickly.
- **** DO NOT RELEASE NAMES OF PERSONNEL INVOLVED ****

STEP 2-6: Write down the time of the call and any information/instructions from the contacted agency.

STEP 2-7: Write down the incident description and DTG for the receipt of this report in **Appendix 2B**.

As soon as the voice report has been given to one of the listed agencies you are done with this task -

STEP 2-8: **GO TO TAB 3** for the OPREP-3 Message.

TYPE of OPREP-3 REPORT

OPREP-3 PINNACLE

Used to provide the National Command Authority (NCA) with immediate notification of any incident or event where **NATIONAL LEVEL INTEREST** is indicated.

- ☐ War risk attacks, harassment, hostile acts against U.S.
- ☐ Major nuclear weapons incidents
- ☐ Territorial violations
- ☐ Defections
- ☐ Sabotage
- ☐ Highjacking
- ☐ High level military ops resulting in damage to aircraft, ships, equipment, etc.
- ☐ **Fatalities/Injury to civilians**
- ☐ **Widespread civilian property damage**
- ☐ **SAR initiation in foreign country**
- ☐ Abrupt foreign government changes
- ☐ Reconnaissance incidents
- ☐ Attacks against nuclear site
- ☐ Receipt of critical intelligence

If doubt exists as to whether an incident could possibly develop into a matter of NCA interest, submit an OPREP-3 PINNACLE report.

OPREP-3 NAVY BLUE

Used to provide the CNO and other Naval Commanders with immediate notification of incidents of military, political or press interest that is of **HIGH NAVY RATHER THAN NATIONAL LEVEL INTEREST**. The reports are submitted to provide "as it happens" information.

- ☐ **Any Class A or B aircraft mishap not a PINNACLE.**
- ☐ **Aircraft crash on government land or at sea.**
- ☐ Bomb threat thought to be valid
- ☐ Civilian or military disorder
- ☐ Request for assistance after natural disaster
- ☐ Major racial incident
- ☐ Nuclear reactor/ radiological accidents
- ☐ Minor nuclear weapons accidents
- ☐ Minor collisions at sea
- ☐ Oil spills
- ☐ Labor strikes
- ☐ Naval accidents (fire, flood, etc.)
- ☐ **SAR**
- ☐ Major fraud, waste and abuse
- ☐ INCSEA violations
- ☐ Discrimination and sexual harassment

If in doubt between PINNACLE or NAVY BLUE, submit an OPREP-3 PINNACLE report.

OPREP-3/SITREP SERIAL NUMBER LOG

GENERAL INFO

- SERIALIZE EACH **INCIDENT** WITH ITS OWN 3-DIGIT CODE, STARTING WITH 001 FOR THE FIRST INCIDENT EACH CALENDAR YEAR. SEE APPENDIX 4A OF SECTION 1 TO GET OBTAIN THE LATEST OPREP SERIAL NUMBER.
- SERIALIZE SUBSEQUENT REPORTS CONCERNING THE SAME INCIDENT WITH A LETTER SUFFIX (I.E., 001, 001A, 001B, ETC.).

OPREP-3 VOICE REPORT TEMPLATE

GENERAL INSTRUCTIONS

- In each column, check the appropriate box.
- Fill in any blanks.
- Text in parentheses is for amplification and should not be read.
- In each row, read text VERBATIM to include only checked boxes and filled in blanks.

OPREP-3 Voice Report Template					
You Say:	<input type="checkbox"/> "CINCPACFLT <input type="checkbox"/> NAVY COMMAND CENTER <input type="checkbox"/> NATIONAL MILITARY COMMAND CENTER	THIS IS STRIKE FIGHTER SQUADRON _____,	OPREP-3,	<input type="checkbox"/> PINNACLE <input type="checkbox"/> NAVY BLUE	OVER."
They Respond:	"STRIKE FIGHTER SQUADRON _____,	THIS IS <input type="checkbox"/> CINCPACFLT <input type="checkbox"/> NAVY COMMAND CENTER <input type="checkbox"/> NATIONAL MILITARY COMMAND CENTER	SEND OPREP-3	<input type="checkbox"/> PINNACLE <input type="checkbox"/> NAVY BLUE	OVER."
You Say:	<input type="checkbox"/> "CINCPACFLT <input type="checkbox"/> NAVY COMMAND CENTER <input type="checkbox"/> NATIONAL MILITARY COMMAND CENTER	THIS IS STRIKE FIGHTER SQUADRON _____,	<input type="checkbox"/> FLASH (for pinnacle) <input type="checkbox"/> IMMEDIATE (for navy blue)	<input type="checkbox"/> UNCLASSIFIED (No crypto) <input type="checkbox"/> CONFIDENTIAL <input type="checkbox"/> SECRET <input type="checkbox"/> TOP SECRET	OPREP-3 <input type="checkbox"/> PINNACLE" <input type="checkbox"/> NAVY BLUE
	"LINE ONE	SERIAL	_____. (Number from Table 4-2)		
	"LINE TWO	INCIDENT	(Type Incident) _____ (Location) _____ (Zulu Time) _____		
	"LINE THREE	NARRATIVE	(Brief description of mishap. Do not speculate!) _____ _____ _____ _____		OVER."
You Say:	"MY NAME IS	(Rank, Name)			
	"YOU CAN REACH MY UNIT AT		(Give ready room phone number.)		
	"REQUEST THE DATE TIME GROUP FOR YOUR RECEIPT OF THIS REPORT				OVER."

OPREP-3 VOICE REPORT EXAMPLES

OPREP-3 PINNACLE EXAMPLE:

"CINCPACFLT, THIS IS STRIKE FIGHTER SQUADRON ONE TWO THREE, OPREP-3, PINNACLE, OVER."

"STRIKE FIGHTER SQUADRON ONE TWO THREE, THIS IS CINCPACFLT, SEND OPREP-3, PINNACLE, OVER."

"CINCPACFLT, THIS IS STRIKE FIGHTER SQUADRON ONE TWO THREE, FLASH, UNCLASSIFIED, OPREP-3,
PINNACLE,

LINE ONE, SERIAL, ZERO ZERO ONE.

LINE TWO, INCIDENT, AIRCRAFT ACCIDENT, LAS VEGAS, NEVADA, ONE EIGHT ZERO ZERO ZULU.

LINE THREE, NARRATIVE, PILOT EJECTED FROM FA-18 AIRCRAFT FOLLOWING INFLIGHT FIRE,
PERIOD. AIRCRAFT CRASHED INTO CAESARS PALACE CASINO KILLING NUMEROUS CIVILIANS,
PERIOD. EMERGENCY RESPONSE IN PROGRESS, PERIOD. OVER."

OPREP-3 NAVY BLUE EXAMPLE:

"CINCPACFLT, THIS IS STRIKE FIGHTER SQUADRON ONE TWO THREE, OPREP-3, NAVY BLUE, OVER."

"STRIKE FIGHTER SQUADRON ONE TWO THREE, THIS IS CINCPACFLT, SEND OPREP-3, NAVY BLUE,
OVER."

"CINCPACFLT, THIS IS STRIKE FIGHTER SQUADRON ONE TWO THREE, IMMEDIATE, UNCLASSIFIED,
OPREP-3, NAVY BLUE,

LINE ONE, SERIAL, ZERO ZERO TWO.

LINE TWO, INCIDENT, AIRCRAFT ACCIDENT, USS LEXINGTON, SOUTHERN CALIFORNIA OPERATING
AREA, ZERO TWO THREE ZERO ZULU.

LINE THREE, NARRATIVE, FA-18 RAMP STRIKE DURING NIGHT APPROACH TO USS LEXINGTON,
PERIOD. PILOT EJECTED AND AIRCRAFT LOST AT SEA, PERIOD. SAR IN PROGRESS, INJURIES
UNKNOWN, PERIOD. OVER."

OPREP-3 MESSAGE

GENERAL INFO

- **DUE WITHIN 20 MINUTES** of notification of an OPREP-3 level incident.
- If all the information is not available, DO NOT WAIT. Release the message with what you have and send a follow-on message later with more information.

If you haven't already done so -

STEP 3-1: Recall the Duty YN/PN or grab someone from ADMIN who can use the Message System.

STEP 3-2: Go to **Appendix 3A** and fill in a blank **OPREP-3 MESSAGE TEMPLATE** with the required information.

STEP 3-3: Give the filled in template to the Duty YN/PN, and have them prepare the message.

Most CO's will want to know the text of the message prior to it going out. Ensure a reasonable effort has been made to reach the CO or XO with the text of the message if you were unable to reach him prior to the 5 minute voice report -

STEP 3-4: Release the message.

Reference: OPNAVINST 3100.6G, SPECIAL INCIDENT REPORTING
(OPREP-3, NAVY BLUE AND UNIT SITREP)

OPREP-3 MESSAGE TEMPLATE

"X" appropriate addresses and fill in blanks as appropriate.

Message Precedence: **FLASH for Pinnacle** - **IMMEDIATE for Navy Blue**
FM STRKFITRON [REDACTED]

Addressees for OPREP-3 Pinnacle

TO

- ☒ JOINT STAFF WASHINGTON DC//J3 NMCC//
- ☒ USCINCPAC HONOLULU HI (or unified commander)
- ☒ CNO WASHINGTON DC//NCC//
- ☐ CMC WASHINGTON DC (if involves USMC)
- ☒ CINCPACFLT PEARL HARBOR HI//FCC// (or flt cinc)
- ☒ COMNAVAIRSYSCOM WASHINGTON DC//9F// (if aircraft accident)

INFO (Chain of Command)

- ☐ COMTHIRDFLT (current fleet - deployed)
- ☐ CTF [REDACTED] (current task force - deployed)
- ☒ COMNAVAIRPAC SAN DIEGO CA//N00/N01/N012/N32/N36/N45/N73// (tycom)
- ☒ COMCRUDESGRU [REDACTED] (battle group)
- ☒ COMCARAIRWING [REDACTED] (airwing)
- ☒ COMSTRKFIGHTWINGPAC LEMOORE CA//N00/N01/N30/N42/N45// (type wing)

(Info Others As Appropriate)

- ☒ ONI WASHINGTON DC
- ☐ NAS LEMOORE CA (or incident shore station)
- ☐ USS [REDACTED] (current ship - deployed)
- ☐ NAVSURFWARCEN INDIAN HEAD MD (if ordnance related accident)
- ☐ NAVY JAG ALEXANDRIA VA (note 1)
- ☐ DIRNAVCRIMINVSERV WASHINGTON DC//22D/23/02/21/24// (note 2)

Addressees for Navy Blue

TO

- ☒ CNO WASHINGTON DC//NCC//
 - ☒ CINCPACFLT PEARL HARBOR HI//FCC// (or flt cinc)
- (Immediate Operational and Administrative Commanders)

- ☐ COMTHIRDFLT (current fleet - deployed)
- ☐ CTF [REDACTED] (current task force - deployed)
- ☒ COMNAVAIRPAC SAN DIEGO CA//N00/N01/N012/N32/N36/N45/73// (tycom)
- ☒ COMCRUDESGRU [REDACTED] (battle group)
- ☒ COMCARAIRWING [REDACTED] (airwing)
- ☒ COMNAVAIRSYSCOM WASHINGTON DC//09F// (if aircraft accident)

INFO (Remaining Chain of Command As Appropriate)

- ☐ USCINCPAC HONOLULU HI (or unified commander)
- ☒ COMSTRKFIGHTWINGPAC LEMOORE CA//N00/N01/N30/N42/N45// (type wing)

(Info Others As Appropriate)

- ☒ ONI WASHINGTON DC
- ☐ NAS LEMOORE CA (incident shore station)
- ☐ USS [REDACTED] (current ship - deployed)
- ☐ NAVSURFWARCEN INDIAN HEAD MD (if ordnance related accident)
- ☐ NAVY JAG ALEXANDRIA VA (note 1)
- ☐ DIRNAVCRIMINVSERV WASHINGTON DC//22D/23/02/21/24// (note 2)
- ☒ COMNAVSAFECEN NORFOLK VA//00/10/11/541// (note 3)

Note 1: (injury to civilians, damage to civilian property, violations of law of war)

Note 2: (for actual, suspected or threatened major violations of law or good order and discipline; for counter intelligence matters; for incidents resulting in the loss of life; and for those other situations in which the Naval Criminal Investigative Service participation is required by SECNAVINST 5520.3B)

Note 3: (when reporting fires, flooding, grounding, explosions, collisions, or other accidents to U.S. Navy units)

OPREP-3 MESSAGE TEMPLATE (cont)

BT

UNCLAS (classify if necessary)
MSGID/OPREP-3P or OPREP-3NB/VFA- [] / 001 / [] // (Squadron/SN from App-4B/Month)
REF/A/OPREP-3P or OPREP-3NB/VFA- [] / ddttttZmmmyy / - / NOTAL // (DTG of voice report)
AMPN/INITIAL VOICE REPORT TO [] // (agency for voice report)
FLAGWORD/PINNACLE or NAVY BLUE / - //

TIMELOC/ddttttZ/_____/_____
(incident dtg) /(location:lat-long, or geo <20char) /(init,folup,final)

GENTEXT/INCIDENT IDENTIFICATION AND DETAILS/

 //

- Clearly identify the incident being reported within the first two sentences.
- For aircraft accidents, include
 - Aircraft model, bureau, reporting custodian, custodian location.
 - Pilot's name, rank, injury code (if known), and number of other persons on board and their injuries.
 - Mission and phase of flight, SAR status, and aircraft damage.
- Provide an account of the personnel and/or unit losses or damages which were incurred as a result of the incident; report unknowns. When reporting the death or serious injury of U.S. military personnel, names will be withheld pending notification of next of kin.
- Provide an assessment of the public affairs impact of any incident likely to generate significant public interest and provide data on any proposed news release (e.g. No press interest expected or Press interest likely).

RMKS/

 //

- Include CO's assessment of situation, impact of the incident on the reporting unit, and the ability of the unit to operate.
- Enter additional information about the incident, if necessary.
- The final message report for the incident will include: "MISHAP REPORT NOT REQUIRED / SUBMITTED / TO FOLLOW."
- The status of NCIS notification/participation, if any.

OPREP-3 MESSAGE TEMPLATE (cont)

BT

OPREP-3 PINNACLE EXAMPLE

UNCLAS
MSGID/OPREP-3P/PATRON FOUR ZERO/001A/MAY//
FLAGWORD/PINNACLE/-//
TIMELOC/041715Z/KAESONG KN/FOLUP//
GENTEXT/INCIDENT IDENTIFICATION AND DETAILS/P3C ORION ACFT
EXPERIENCED NAVAID TROUBLE AND APPEARS TO HAVE UNINTENTIONALLY
VIOLATED NORTH KOREAN AIR SPACE. ACFT RTB.//
RMKS/COMMANDERS ESTIMATE: NO DAMAGES OR CASUALTIES.
WILL CHECK NAVAID GEAR ON ALL SQDN ACFT. EXPECT ADVERSE
PUBLIC REACTION FROM N. KOREAN GOVT. ACCUMULATING DATA
FROM FLIGHT CREW FOR POSSIBLE PRESS RELEASE.//

UNIT SITREP PROCEDURES

- The Unit Situation Report (STIREP) is used by CO's to tell appropriate operational commanders about any reportable special incident not meeting OPREP-3 reporting criteria.
- If the CO desires to send a Unit SITREP, refer to the message format on the next page (APPENDIX 4A).
- Unit SITREP messages are due within 20 minutes - no voice report is required. Message precedence and classification is as appropriate.
- A Unit SITREP shall be submitted when:
 - (a) Directed
 - (b) Considered appropriate by the CO.
 - (c) A bomb threat is evaluated as a hoax.
- A Unit SITREP will contain the following information:
 - (a) Status of situations/events not requiring an OPREP-3.
 - (b) Progress of special operations/events.
 - (c) Information concerning specific events/operations.
 - (d) Type of event being reported.
 - (e) Brief account of event (who, what, where, when, why, action taken).
 - (f) Do not release sensitive or personal information. Use general identification of individuals (i.e. PO1 or 20 yr old E-3).
- For RMKS, include CO's assessment of the situation, impact of the incident on the unit, unit's ability to conduct operations and anticipated press interest.

SAMPLE UNIT SITREP

DETAILS/

//

RMKS / _____

//

APPENDIX 4A

BAT PRE-MISHAP PLAN

Someone has just told you one of our aircraft has been, or possibly was, involved in a mishap or one of our Marines has been seriously injured. **If yes, pull out Step 1 worksheet, and start filling this out.** Then, immediately, find someone senior to you, and ask for help! *If you are all alone*, press with the rest of the checklist, get a hold of the SDO and GDO, and notify the chain of command, ASAP!

If a Marine has sustained a minor injury, ensure the Marine has received care and consult a safety officer, the SDO or the GDO. You may only need to call and e-mail/fax a flash report (Step 7) to the MAG-11 GDO (7-1666), fax (7-6808). In all cases contact the Marine's OIC and NCOIC. During working hours contact MAG DOSS at 7-1381.

Carry out all the steps in this checklist. A non-laminated copy of this checklist is provided in the back of this notebook. Use this, and divide out the pages among the Marines helping you. On the next page, write down whom you gave these to, so you can ensure they get completed. Work quickly. All steps are time critical. Write as much as you need on this checklist, and have your scribe take notes on the pad provided in the 5th sleeve. Start by turning the page and proceed through each step.

Time now is: _____

Name: _____

Take a deep breath. Use this checklist to ensure completion of all required steps.

MISHAP COMPLETION CHECKLIST

	(Circle One)		<u>WHO</u>	<u>TIME</u>
STEP 1 "Mishap Information Sheet Complete?"	YES NO N/A			
STEP 2 "Page SDO"	YES NO N/A			
STEP 3 "Notification of Emergency Personnel"	YES NO N/A			
STEP 4 "Start a log of events"	YES NO N/A			
STEP 5 "Verify Bat involvement in the mishap"	YES NO N/A			
STEP 6 "Immediate Notification of Key Personnel"	YES NO N/A			
STEP 7 "Flash Report" to Group (within 5 minutes)	YES NO N/A			
STEP 8a-8e "Notification of Key Personnel" and shop checklists	YES NO N/A			
STEP 9 "Navy Safety Center telephone report" (within 60 min)	YES NO N/A			
STEP 10 "OPREP-3 Confirmation" (within 20 minutes)	YES NO N/A			
STEP 11 CACO Duties – Family Member Notification	YES NO N/A			
STEP 12 "Weather at Mishap site"	YES NO N/A			
STEP 13 "Federal Aviation Administration (FAA) phone call" (if required, within 4 hours)	YES NO N/A			
STEP 14 "Initial Mishap Report" (Class A or B within 4 hours) (Class C within 24 hours)	YES NO N/A			
STEP 15 "Death Imminent processing"	YES NO N/A			
STEP 16 "Department Head Checklists"	YES NO N/A			

Step 1

Do this step IF someone is **on the phone** and has told you an aircraft or Marine has been in an accident. Fill out the information quickly and skip any line that the caller does not immediately know.

If it is NOT a phone call ... go to Step 2!

MISHAP INFORMATION SHEET

1. Date: _____ Time: _____
2. Caller's Name: _____ Address: _____
3. Caller's Phone Number: _____
4. Did the Caller see the mishap? (Circle one) YES NO
5. Mishap Location/Time of Mishap: _____
6. Description of Aircraft:
(markings, bureau #, side #, etc)
7. Aircrew name(s): _____ What Squadron: _____
Marine's name: _____ What Workcenter: _____
8. Mishap description/Extent of Damage to Aircraft: _____
9. Is there a fire at the scene? (Circle one) YES NO UNKNOWN
10. Number of persons and the extent of injury: _____
11. Extent of damage to property: _____
12. Where can the caller stand by to direct emergency personnel? _____
13. Name of other Witnesses: _____

Step 2

If you are not the SDO, page him/her immediately at # **9620**. KEEP GOING WITH THE CHECKLIST !!! DO NOT STOP!!! **YOU MUST COMPLETE ALL THE STEPS IN THIS MISHAP PLAN!!!** If it is very serious such as a Marine seriously injured, or a serious aircraft emergency, contact the GDO (7-1666) immediately, as well.

Step 3

ENSURE EMERGENCY PERSONNEL ARE ON THE WAY TO PREVENT FURTHER INJURY OR DAMAGE!

If an aircraft has crashed, call Miramar Base Operations, 7-4277/4279, and say:

This is the VMFA(AW) -242 Duty Officer/SDC: (Rank, Name)

A VMFA(AW)-242 aircraft has been reported crashed at: (Location) _____

Activate the crash alarm. My telephone number is: (duty phone #) 7-9127

If a Marine is injured on base call 911 !

More helpful numbers below: **GO TO STEP 4. NOW**

EMERGENCY NUMBERS

Ambulance: 911

Crash Crew: 7-6912

Explosive Ordnance Disposal: 7-7800/ 7802

Fuels/Val Line: 7-4284/4285

Security (PMO): 7-4059

North Island Search and Rescue: 253-4515

Yuma Search and Rescue: 264-3803 / 3118

Fire (Structural): 7-4059

Station Environmental- 7-1108

Fire/Paramedics: 911

Drugs: 7-9849

Suicide: 7-9849

Poison Center: 7-9849

Step 4

Start a log of everything that occurs. Use the notes packet provided in the next sleeve (sleeve #5) of this binder. Write down **all** information you receive regarding the mishap. Get a Marine to act as scribe, writing down **all** info. This includes callers' names, phone numbers, and times.

Step 5

Verify that the Bats were involved in the mishap.

Was a Bat aircraft or any 242 Marine involved in the accident/mishap?

-If Yes go to Step 6. If you are in doubt go to **Step 6** and assume the Bats were involved.

-If No, contact the Bat Safety Office for appropriate action. If it is a weekend or after-hours, call the Group Duty Officer at 7-1666.

Step 6

-This is a time critical step, work quickly.

IMMEDIATE NOTIFICATION OF KEY PERSONNEL

1. Notify the personnel in the order listed below and brief them on the following information from **STEP #1**:

- a. Time and location of the mishap.
- b. Mishap Description.
- c. Injuries, if known.
- d. Damage to aircraft/property, if known.
- e. Aircraft side number/bureau number/type.

		<u>Work #</u>	<u>Home #</u>	<u>Time / Initials</u>
(1) Squadron CO:	LtCol Kemper	9242	858-549-1812 858-967-7435	
(2) Squadron DOSS:	Maj Kline	9126	760-741-6709	
(3) Squadron ASO:	Capt Baggs	9126	858-621-4943 858-442-4832	
(4) Group ASO:	Maj Towey	1394	619-282-4466	
(5) Flight Surgeon:	Lt Rasmussen	877-752-2757 (pager)	858-780-0986 (home)	
(GDO):	<u>x 7-1666 Group ADJ 7-1666/1778 Fax 7-6808</u>			

2. Have your phone watch/assistant perform **Step No. 8** (notification of the AMB).

3. The Autovon/DSN extension for Miramar is 267-____. To access DSN, dial 94, and then the 7-digit number. The commercial area code and prefix is (858) 577-xxxx. To access local commercial lines, dial 99, and then the 7-digit number. For long distance commercial, dial 99-1, and then the 10-digit number.

Step 7

Fill out a Flash report. The computerized flash report generator is located on the ready room computer desktop. If not found there, it is also located in the C: drive, as well as the D: drive. Additionally, it is located in the same locations of the desktop computer in the Safety office (key 6). **The first step of this process is to call MAG-11 GDO (7-1666) and inform them of the event/incoming flash report.** Follow the instructions found on the next page, or posted above the computer in the safety office.

If unable to access this program, a backup disc is in the front of the Pre-Mishap Plan Binder. If e-mail is down, fax it. If all computer/email assets are down, pull out the blank flash report example, and write it out by hand. Fax this to the GDO, and if the fax is down - give it to them by phone call.

FLASH REPORT

Use the 3MAW Interactive Flash Report format on the desktop. E-mail the Flash report to the appropriate addresses(posted in RR) , cc it to Capt Baggs, print a hard copy to give back to the ODO, print a hard copy to put in the DOSS's in-box.

FAX #: 7-6808

GDO/VOICE #: 7-1666/1778.

Call to ensure the e-mail/Fax made it to the group.

If you are not in Miramar, fill out a paper Flash Report and fax or call MAG-11.

After e-mailing the FLASH REPORT, save it on the desktop of the computer.

Step 8

The AMB phone list is on this page, inform all members.

Department Head checklists are included in **step 15**, attached to this page. Notify them and distribute checklists

NOTIFICATION OF AMB and OTHER PERSONNEL

1. Notify the personnel in the order listed below of the following information from **STEP #1**:

- a. Time and location of mishap.
- b. Mishap description.
- c. Injuries, if known (**no names** until Next-of-Kin are notified)
- d. Damage to aircraft/property, if known.
- e. Aircraft side and bureau number/type.

		NAME	WORK#	HOME#	CELL#
(1)	Squadron XO	Maj Kurth	9124	858-455-5518	858-723-5630
(2)	Operations Officer	Maj Miles	9134	949-498-9025	949-235-2501
(3)	Maintenance Officer	Maj Arnold	9109	858-780-9932	858-395-8018
(4)	Administrative O/CACO	Maj Gribble	9119	858-538-9686	
(5)	Logistics Officer	Capt Leighton	9140	858-792-4144	858-395-6609
(6)	SgtMaj	SgtMaj Oldham	9122	760-724-0718	
(7)	Aircraft Mishap Board Members (Based on availability)				
	(PHONE LIST ON FOLLOWING PAGE)				

	<u>PRIMARY</u>	<u>SECONDARY</u>
_____ Senior Member	Maj Kurth 858-455-5518 / 723-5630	Maj Kline 760-741-6709 / 760-533-6709
_____ Safety	Capt Baggs 858-621-4943 / 422-4832	Capt Straub 760-787-9712
_____ Operations	Capt Keenan 858-449-4011	Capt Smay 619-640-7299
_____ Maintenance	Maj Lang 858-271-1297	Capt Earles 858-272-5786
_____ Flight Surgeon	LT Rasmussen 858-780-0986	

**IF THIS MISHAP OCCURRED AT OR NEAR ANOTHER BASE, REFER TO THE EMERGENCY PHONE LISTS
FOR ALL LOCAL BASES AT THE BACK OF THIS BINDER**

- | | | |
|--|-------------|-----------------|
| | <u>Time</u> | <u>Initials</u> |
| (7) Photo Lab: <u>7-4719</u> (or contact PMO after hours) | | |
| (8) Explosive Ordnance Disposal (CADS and Ordnance): <u>7-7800/ 7802</u> | | |
| (9) Station Environmental: <u>7-1108</u> | | |
| (10) Chaplain (Fatal/Serious Injury): <u>7-1333</u> | | |
| (11) Public Affairs Officer: <u>7-6000</u> | | |

NOTE: HOW TO DEAL WITH THE MEDIA:

1. If anyone in the media or anyone not known to you calls asking questions about the mishap, tell them the following statement:

"I am not able to comment, please call Public Affairs at (858) 577-6000."

If any family member of ANYONE in the squadron calls regarding the mishap and the status of their loved ones, tell them:

"I'm sorry, we don't have any information yet, we will call you as soon as we find out anything."

DON'T tell them the status good or bad of anyone if possible, if the family member is insistent, get a phone number and tell them the CO or his representative will call them back.

2. Military personnel must cooperate with the press to a certain extent. A story will be written regardless of your cooperation, and if uncooperative, it is possible that a story might be written that would have a decidedly detrimental effect upon the Service. Under no circumstances will the names of the aircrew be given. However, a general statement such as the fact that it was a routine training flight is permissible.

3. Do not attempt to stop news photographers from taking pictures unless classified equipment or human remains are involved. In that case warn the photographers that these type of pictures are not allowed, and if they persists after warning, inform them that the authorities must be notified of their actions. Get their name, address, and the organization for which they work and give this information to the Public Affairs Officer and Senior Member of the AMB.

4. In the past, news photographers have been cooperative in refraining from taking pictures of an objectionable nature. If, however, this is violated, report the individual's name and newspaper to the Joint Public Affairs Officer and Senior Member of the AMB or Mishap Board, along with the subject matter of the photograph.

5. Use the following format for releasing information to PAO:

* Mishap Data:

- a. Type Aircraft: F/A-18D
- b. Squadron: VMFA (AW) -242
- c. Accident Date/Time:
- d. Location:
- e. Mission:
- f. Casualties:

*** DO NOT release without CO/XO approval.**

Step 9

NAVAL SAFETY CENTER PHONE REPORT

FOR CLASS A MISHAPS ONLY

(Class A is a death or loss of aircraft)

A telephone report to the Naval Safety Center is required. This telephone report is not to be delayed for lack of information. Make the call giving all information presently available. The call should be made as soon as possible but not later than 60 minutes after the mishap. The form below should be filled out and read off over the phone. The phone call will be taped at the center so speak slowly and concisely. The Safety Center DSN number is 564-2929, Commercial (757) 444-2929 (Collect calls accepted).

A message mishap report is required within 4 hours for all Class A and Class B mishaps. A message mishap report for Class C mishaps is required within 24 hours (see the ASO).

USE THE FOLLOWING FORMAT

1. Identification
 - a. Person Calling
 - b. Activity VMFA(AW)-242
 - c. Telephone numbers

(DSN)	ODO	267-9127
	ASO	267-9126
	CO	267-9242
	Commercial	(858) 577-9127
2. The Mishap
 - a. Reporting Custodian: VMFA(AW)-242
 - b. A/C Type & Bureau Number:
 - c. Mishap Location:
 - d. Brief Narrative:
 - e. Damage:
 - f. Injuries/Fatalities:
 - g. Points of Contact: Capt Baggs ASO, DSN # 267-9126

Step 10

OPREP-3 PACKET

Verify a member of the Aircraft Mishap Board or the S-3 is coordinating an OPREP-3 message. Additionally, hand them this OPREP-3 packet of 5 pages. In Miramar, MAG-11 send this message. In Iwakuni, the squadron is responsible for sending this message. See the AMB notification list in **step #8**.

OPREP-3 REPORT

1. OPREP-3 reports are released by 242; however, THEY MUST BE PASSED THROUGH MAG DOSS, MAG CO, AND, 3MAWCG before release.
2. All incidents that may necessitate release of an OPREP-3 report will be reported from Squadron to Group to Wing as a FLASH Report.
3. This is a time critical message.
4. The format and guidance for OPREP-3 messages is attached to this page. Give it along with the oprep-3 disk to the person who will be drafting the report.
5. An initial OPREP-3 report is normally the first indication to senior authorities that an incident has occurred. These messages must be sent if high level Naval interest or National level interest is anticipated.

OPREP-3 DETERMINATION

1. If the initial notification was from a military installation and an OPREP-3 has already been sent, then don't send another one, go to step ten. Ensure that you get the Date/Time Group (Step one/line 16).

2. An OPREP-3 report is required if the mishap is likely to generate national interest. There are three categories:

a. **OPREP-3 PINNACLE** (Goes to the White House!)

Did the mishap:

- kill any civilians?
- cause widespread civilian property damage?
- involve territorial violations?
- occur because of sabotage by foreign nationals?
- involve the defection of US or foreign personnel?
- Is the mishap likely to generate national news or inquiries of high intensity?

b. **OPREP-3 NAVY BLUE** (Goes to the CNO)

Did the mishap:

- cause significant damage to civilian property?
- involve a near midair or an actual midair with civilian aircraft?
- involve a loss at sea of high technology equipment (e.g., a pod)?
- kill or critically injure the CO?
- involve a major spill of hazardous material?
- Any Class A or B Mishap that does not require a PINNACLE.

c. **OPREP-3 UNIT SITREP or Special Incident Report(SIR)**

Other conditions which higher commanders need to know about soon.

- SIR
 - TFOA over non-populated areas (i.e. over water)
 - Vehicle accidents on or off base involving Japanese Nationals.

***If any of these apply, go to TFOA/SIR Binder.**

3. Fill out the appropriate voice report format.

OPREP-3/TELEPHONE VOICE REPORTS

1. Voice reports are NOT required for UNIT SITREPs.
2. Quickly fill in the blanks on the telephone report forms (next page). If you don't know something, just enter "TBD".
3. For OPREP-3 **PINNACLE reports only**, call:

<u>HEADQUARTERS</u>	<u>AUTOVON</u>	<u>COMMERCIAL</u>
Natl Mil Cmd Ctr (NMCC)	851-3840/227-6340	(703)697-6340

4. For OPREP-3 **NAVY BLUE reports only**, call:

<u>HEADQUARTERS</u>	<u>AUTOVON</u>	<u>COMMERCIAL</u>
Navy Cmd Ctr (NCC)	225-0231	(703)695-0231

5. Then, for **both PINNACLE and NAVY BLUE** reports call:

<u>HEADQUARTERS</u>	<u>AUTOVON</u>	<u>COMMERCIAL</u>
CINCPACFLT Cmd Ctr(FCC)	315-471-3201/2/3	(808)422-5944
CMC	225-7366/7/8	(703)695-7366
MAG-11 Adjutant/CO/XO	267-1666	
MAG-11 GDO (after hours)	267-1666/1778	
Group Safety	267-1628	
Group OPS	267-1349/50	

******* DO NOT RELEASE NAMES OF CREW MEMBERS *******

TELEPHONE REPORT WORK SHEET

1. "This is an OPREP-3 (PINNACLE)(NAVY BLUE) report of an aircraft mishap from VMFA(AW)-242 located at MCAS MIRAMAR. This is a conference call to Headquarters Marine Corps and the Command Center."

2. Flash(PINNACLE)/Immediate(NAVY BLUE) (circle one)

3. Top Secret/Secret/Confidential/Unclassified (circle one)

4. OPREP-3 PINNACLE or NAVY BLUE (circle one)

5. Serial Number. _____ (Example 01-94)

6. Incident. (One sentence description) _____

7. Details:

a. Location (as precise as you can be with the information you have)

b. Other details (significant) _____

8. Remarks:

a. Aircraft Model: FA-18D

b. Bureau Number: _____

c. Reporting Custodian: VMFA(AW)-242

d. Custodian Location: MCAS Miramar

e. Aircrew names are withheld pending next of kin notification. (If applicable, ie. fatalities are involved)

9. Mission and phase of flight: _____

10. Time (in ZULU) **Miramar** Local time +7 hours _____

11. Name and Rank of Receiver. _____

12. "This is the VMFA(AW)-242 SDO/ODO calling from AV 267-9127 OPREP-3 message report to follow. Press release will be coordinated with PAO, MCAS Miramar."

OPREP-3 MESSAGE

1. The following pages contain the correct message formats for OPREP-3 PINNACLE, and OPREP-3 NAVY BLUE.

Fill in the information on the appropriate form.

2. Use a DTG on the message that is within 20 MINUTES of notification of the event. It must also be within 15 minutes of the initial phone call! If you have questions, call the Station Comm Center at 7-6080.
3. MAG-11 will be the releasing authority for PINNACLE, NAVY BLUE and UNIT SITREP messages. For SIR messages 242 will be the releasing authority. All messages will be viewed and approved by the CO.
4. An example message is in MTF format on the disk located inside the front cover of this binder labeled oprep 3.
5. Access the appropriate message using MTF, fill in the necessary information and delete the unnecessary addressees, save the completed message, (get one of the OPS clerks or Admin personnel to help) and print out a rough for the CO to view. If no one is available to use a computer, just take the written messages.
6. When the CO and/or MAG-11 have OK'd the message find someone with release authority and have them take the disk to the Comm Center.

Step 11

CACO Duties – Family Member Notification

The purpose of this step is to get someone hot on pulling these Marines' CACO forms, and laying the groundwork for notification of their next-of-kin in the immediate local area. **Do not by any means just pick up the phone and call their family.** The Commanding Officer, a Chaplain, and the CACO should be the ones to personally see the local area next-of-kin, unless briefed otherwise. The Commanding Officer will make this decision. In the meantime, get with the senior officer present from the S-1 department, determine who the immediate CACO is, and by all means, pull the forms immediately. Find out where their family live, work, etc... and how you plan to notify them. We want to have them notified in a timely manner, and not let them discover the bad news via the media. If there is a doubt as to whether or not a girlfriend or boyfriend should be told, this information is likely stated in the CACO forms, so again, the first thing you should be making sure happens is that the CACO forms are pulled, and read. The answers to any of your questions are likely found here.

Step 12.

Assign this step to another person.

WEATHER AT MISHAP SITE

Contact the Duty Forecaster, phone Extension 4028, and obtain weather at the scene of the accident. If the mishap site is out of the local area, ask the duty weather forecaster to obtain exact weather from the closest weather facility to the scene of the mishap.

Location of Mishap: _____ Nearest Airfield: _____

STATION PRESSURE DEWPOINT RELATIVE HUMIDITY
INCHES MERCURY °F. %

DRY BULB TEMPERATURE WET BULB TEMPERATURE ALTIMETER SETTING °F
_____ °F. _____

RVR _____ PRESSURE ALTITUDE _____ DENSITY ALTITUDE _____

CEILING AND SKY CONDITION

SURFACE WIND DIRECTION (in degrees magnetic) (Velocity-Knots) (Gusts)

VISIBILITY TO

NORTH: _____ SOUTH: _____ EAST: _____ WEST: _____

WEATHER AND/OR OBSTRUCTIONS TO VISION

_____ STATE OF
RUNWAY

GENERAL WEATHER CONDITIONS FOR PAST HOUR

REMARKS

Freezing

Level:

Turbulence:

Icing:

Maximum Wind:

Local weather warnings, MET:

Watch Advisories, Predominate Cloud Type:

DATE:

TIME:

SQUADRON: TYPE OF AIRCRAFT: BUREAU NUMBER OF AIRCRAFT:

FORECASTER: NAME/RANK

Step 13

This is only required if the FAA may have some involvement in the mishap, otherwise skip this step.

Contact Miramar ATC to coordinate this 7-4277

FEDERAL AVIATION ADMINISTRATION REPORT

1. If a function of the FAA is or may be involved in an aircraft mishap, or a civil aircraft is involved, a telephone call and message to the nearest FAA facility is required. The telephone report will include all available information and shall be made WITHIN FOUR HOURS of the time the mishap occurred. The nearest facility is SoCal Tracon located outside Miramar, telephone number (858)537-5800 or 5901 (after hrs). L.A. Center: (DSN)312-640-1290, Military rep for L.A. Center: (661) 265-8287.
2. The determination of FAA involvement, possible or probable, rests with the military unit conducting the investigation. Basically, involvement will include any contributing factor to the mishap, which is controlled, supervised, accomplished or the responsibility of the FAA or its personnel. This would include erroneous chart information, minimum terrain criteria, and collisions with civilian aircraft and improper air traffic clearance. A follow-up message will be sent as soon as possible but not later than twenty-four hours after the mishap. For both the telephone report and the follow-up message, see OPNAVINST 3100.6E.

Step 14

Have an ASO trained Officer do this message if possible.

INITIAL MISHAP DATA REPORT MESSAGE

1. Seek the help of someone ASO trained. (Capt Baggs , Capt Straub)
2. Using the Mishap Data Report Generator checklist(NEXT PAGE), write the initial mishap report.
3. For a Class A or B mishap, the message must be sent within 4 hours of the Mishap. For a class C mishap the message must be sent within 24 hours of the mishap.
4. The most important line in the message is the SUMMARY line. In the summary line, you will describe what happened without disclosing any cause. The summary is also important because it will be used to refer to the mishap from this point on. An example of a good summary is: Aircraft impacted the water during night close air support. A bad example is: Aircraft impacted the water due to a flight control malfunction. The causes of the mishap will be addressed in the investigation!
5. Anything in the report you do not know the answer to, simply put TBD. You must put something in all of the fields, even if it is TBD, do not leave any field blank. Do not delay the initial report because you do not know something.
6. Once written, bring the disk to the S-1 or Maintenance Admin to release the message.

MISHAP DATA REPORT CHECKLIST

REMEMBER YOU HAVE ONLY 4 HOURS TO RELEASE THIS MESSAGE FOR A CLASS "A" OR "B" AND 24 HOURS FOR A CLASS "C". IF YOU'RE NOT SURE, AIM FOR 4 HOURS.

- 1. GO TO THE SAFETY OFFICE COMPUTER.**
- 2. KINDLY ADVISE ANYONE CURRENTLY USING IT TO "GET THE @#! OFF."**
- 3. CLICK THE MISHAP GENERATOR ICON AND FOLLOW THE PROMPTS.**
(as a last resort go to <http://avsafety.nps.navy.mil> and click on "the gouge" then click on "mishap report generator")
- 4. BE SURE TO CLICK EVERY BOX OR THE PROGRAM WILL NOT GENERATE THE REPORT.**
IF YOU DON'T KNOW.....PUT "TBD".
- 5. WHEN ALL BOXES HAVE BEEN CHECKED CLICK "GENERATE".**
- 6. AN ERROR MSG WILL APPEAR, CLICK "OK".**
- 7. AFTER \approx 5 SECONDS A FILE WILL APPEAR ON THE DESKTOP CALLED MR1.**
- 8. OPEN AND THEN SAVE THE FILE AS "MR 01-01" TO THE DESKTOP AND TO A BLANK DISK.**
- 9. GIVE THE DISK TO THE S-1 CHIEF AND ASK HIM/HER TO CHECK IT FOR "MTF" FORMAT AND TO ADD THE APPROPRIATE INFORMATION AT THE TOP.**
- 10. FIND AN ASO SCHOOL GRAD (CAPT STRAUB OR CAPT BAGGS) TO CHECK THE CONTENT OR USE THE GUIDE IN CHAPTER 5 OF OPNAV 3750.6Q (IN SAFETY OFFICE ON BOOKSHELF).**
- 11. ONCE THE MESSAGE HAS BEEN CORRECTED FOR CONTENT AND FORMAT, GIVE THE DISK WITH THE .txt FILE TO THE S-1 CHIEF OR ASO AND ENSURE THAT IT IS RELEASED.**

Step 15

Do this step if a Marine is not expected to survive the next 72 hours. Have the S-1 Officer do this step if possible.

DEATH IMMINENT

Ref. CMC Washington DC msg 090616ZFeb99

1. If a Marine's death is expected within 72 hours, he or she should be processed for immediate medical retirement. This process can be initiated 24- hours a day 7-days a week.
2. This process is to increase the Marines survivor benefits.
3. A competent medical authority must submit a statement to the USMC Physical Evaluation Board (PEB). The statement must include medical evidence to support the claim that the Marine is expected to die within 72 hours.
4. Responsibilities of VMFA(AW)-242:
 - a. Immediately notify the HQMC Command Center at DSN 225-7366 or comm (703) 695-7366 and then release a personnel casualty report (PCR) (Form DD-3040-02) concerning the incident.
DSN Fax: 227-2986
 - b. In the event the terminally ill Marine is receiving care in a treatment facility other than an MTF (i.e. civilian hospital):
 1. Immediately notify the nearest MTF and ensure communication is established between the treatment facility and the MTF.
 2. Notify the Military Medical Support Office (MMSO) in Great Lakes at 1-800-876-1131 so that MMSO can officially assign medical cognizance to the MTF closest to the treatment facility. Ask for the ODO. Tell them it is an imminent death situation – they have a checklist for this. MCAS Miramar is Tricare Area 9.
 - c. If required, ensure a line of duty determination or line of duty investigation is included with all necessary endorsements. The line of duty determination or line of duty investigation will be provided to the MTF to be forwarded with the medical evaluation board to the PEB. The PEB will adjudicate a case without the line of duty determination or line of duty investigation. However, the PEB preliminary findings will not be issued until receipt of the line of duty determination or investigation.

Step 16

DEPARTMENT HEADS' POST-MISHAP CHECKLIST

The following list, while not all-inclusive, provides initial guidance for department heads following a mishap. If a department head is not available, any member of the department can get started on this.

Administrative Officer

_____ Imminent death retirement

_____ CACO forms pulled, and looked at immediately for notification of next-of-kin information. Get hot on this. Don't let this task slip by. The Commanding Officer will determine how and when notification will be, but this decision should be made quickly.

_____ Provide record of Emergency Data (RED) to CO

_____ Casualty report to CMC (step no. 14)

_____ Draft notification letter/telegram to NOK

_____ Draft condolence letter/telegram to NOK

_____ Draft PAO release for submission to XO/CO

_____ Prepare orders for AMB, CACO, JAG investigator

_____ Prepare appointment letters for AMB (see safety office) , CACO (see S-1), and JAG Investigator

_____ Death gratuity paid

_____ Provide administrative support for JAG investigation

_____ JAG investigation complete

_____ Personal Effect Inventory

Intelligence Officer

_____ If applicable, submit preliminary inquiries and reports concerning the compromise of classified material in accordance with MCO P3040.4D

Operations Officer

- _____ Ensure OPREP 3 reports and messages submitted correctly
- _____ Secure flight operations
- _____ Secure mishap pilot and WSO logbooks, NATOPS jackets, training jackets, etc.
- _____ Ensure SORTS message drafted for release
- _____ Remove AMB from flight schedule

Logistics Officer

- _____ Coordinate required logistics support for AMB, including,
 - a) transportation to the mishap site
 - b) billeting/messing at the mishap site
 - c) coordination of special equipment/gear for AMB
- _____ Personal effects inventory complete
- _____ Arrange for transportation of wreckage from mishap site to VMFA(AW)-242
- _____ Arrange for salvage/disposal of wreckage

Maintenance Officer

- _____ **Secure aircraft and engine logbooks, NALCOMIS data, FCF checklist, maintenance records and any fluid samples of the mishap aircraft**
- _____ Mobilize and task the Emergency Reclamation Team
- _____ Provide data to the ASO required to complete the Mishap Report message
- _____ Prepare request for P & E inspection, if required
- _____ Be prepared to provide personnel to serve as a security force at the mishap site
- _____ Ensure that qualified avionics personnel are assigned to remove and secure COMSEC equipment

Director of Safety and Standardization

- _____ Ensure CO/XO notified
- _____ Verify mishap type/categorization
- _____ Verify all external agencies notified
- _____ Verify that photographer notified and enroute
- _____ Proceed to mishap site and direct start of investigation

UNIT PHONE REPORT TO MILITARY FACILITY
CLOSEST TO MISHAP

**THE NEAREST MILITARY FACILITY HAS
RESPONSIBILITY**

FOR SAR, INITIAL SITE SECURITY, ETC.

PROVIDE THE FOLLOWING INFORMATION:

1. NAME/RANK-RATE: _____
2. ORGANIZATION: VMFA(AW)-242 _____
3. PHONE NUMBER: _____
4. TIME NOTIFIED OF MISHAP: _____
5. UNIT INVOLVED: _____
6. TYPE AIRCRAFT INVOLVED: _____
7. AIRCRAFT DAMAGE: _____
8. NUMBER OF AIRCREW INVOLVED: _____
9. INJURIES: _____
10. LOCATION OF MISHAP: _____
11. CIVILIAN CASUALTIES: _____
12. PROPERTY DAMAGE: _____
13. SAR ASSISTANCE REQUIRED: _____
14. CRASH/FIRE: (CALLED) (NEEDED)
15. MEDICAL AID: (CALLED) (NEEDED)
16. SECURITY: (CALLED) (NEEDED)
17. ODO'S NAME/TIME CONTACTED: _____

MCAS YUMA dsn prefix 269

SAR.....	3803/3118
COMNAVFORJAPAN.....	7666/7
NAF ATSUGI COMMANDING OFFICER.....	3111
Ambulance	3113/(119)
ATC	3274
Base Operations	3801/3
Comm Center	3631
Crash/Salvage	3801/3
Legal	3161
NCIS	3223
Photo lab	6227
PWC (Transportation)	3142
Runway Support.	3749
Safety (NAF).	3112
Safety (CFWP)	3612/3544
Security.....	3200/(119)
Weapons	3216/7
Weather.....	3208
Off BaseOperator.....	(DSN) 213 (COMM) 210

CALL ATSUGI COMMERCIAL:
IN JAPAN 0467-78-5015 <TONE> THE NUMBER
US 011-81-3160-64-LAST 4

NAS NORTH ISLAND dsn prefix 735

SAR (OVER WATER) (FASCFAC) 735-1775/1777

SAR (OVER LAND) (US COAST GUARD)619-683-6470

MCAS IWAKUNI COMMANDING OFFICERxxxxxxxxxx

Ambulance3300

ATC3006

Base Operations8233

Crash/Salvage3211

EOD.....5274/3578

Legal.....5591

NCIS3139

Photo lab3043

PWC (Transportation)3860

Safety (NAS).....5487

Security.....3245/(119)

Weather.....3005

OUTSIDE LINE ACCESS:

COMMERCIAL:

DSN:

NAS EL CENTRO dsn prefix 658

Duty Office.....2112 / 2113
CVW-5 Det. OIC2001 / 2003
ATC(SAR)3700 / 3523
JMSDF ODO(Japanese) 4002
LSO Station3500 / 3502
Medical3000 / 2025 / 2026
Arresting Gear / Maint. Office.3510 / 3511
Weather4003

OUTSIDE LINE ACCESS:

COMMERCIAL: **0 (then direct commercial dial to Japan)**

DSN: Atsugi: 0-0468-21-5015 + 264-xxxx
 0-0468-21-1944 / 1950 (Operator)

Yokosuka: 0-0468-21-1911 + 243-xxxx

CALLING TO IWO JIMA FROM MAINLAND:

0499-84-1119 + 4 digit extension (machine)

0499-84-1110 + 4 digit extension (operator)

0499-84-1121 + 4 digit extension (operator)

0499-84-1122 (direct line BEQ/BOQ office)

0499-84-1121 (direct line Det. OICs FAX)

KADENA AFB

SAR634-2492/2248

COMNAVFORJAPAN.....XXXXXXXX

COMMANDING OFFICER NAF KADENAXXXXXXXX

Ambulance119

ATC634-1295

Base Operations634-8363

Crash/Salvage634-6407

EOD.....632-5141/5143

Legal634-8255/8241

NCIS645-3833

Photo lab634-3813

PWC (Transportation)634-1806

Runway Support634-1366

Safety (NAF).....634-8398

Security.....634-0742

Weather634-3572

Off Base Operator0

Autovon Dial191 FLASH
192 IMMEDIATE
193 PRIORITY
194 ROUTINE

OUTSIDE LINE ACCESS:

COMMERCIAL:

DSN:

NAF MISAWA

SAR.....226-9254/2516

COMNAVFORKOREA.....XXXXXXXXXX

MISAWA AFB COMMANDING OFFICER.....XXXXXXXXXX

Ambulance226-3676

ATC226-4723

Base Operations.....226-4497

Crash/Salvage226-3454

EOD.....226-3942

Legal226-4022

NCIS.....226-3341/4358

Photo lab226-4096

PWC (Transportation)226-4682

Safety (AFB).....226-3463

Security.....226-4359

Weather.....226-3900

OUTSIDE LINE ACCESS:
COMMERCIAL:

DSN:

OSAN AB

SAR	784-4831/4005
COMNAVFORKOREA.....	xxxxxxx
OSAN AFB COMMANDING OFFICER	xxxxxxx
Ambulance	118
ATC	784-2760/6957
Base Operations	784-4222/6957
Crash/Salvage	784-4710/6957
EOD	784-6738
Legal	784-4131
NCIS	784-4437
Photo lab	784-5800
PWC (Transportation)	784-1843
Runway Support.	784-4222/6957
Safety (AFB).	784-5515
Security.....	784-4571
Weather	784-5474
Off Base Operator	784-1110
Osan Switch Board	784-1110

OUTSIDE LINE ACCESS:

COMMERCIAL:

DSN:

OTHER DET AIRFIELD:

BASE OPERATIONS

SAR

COMMANDING OFFICER

Ambulance

ATC

Base Operations

Crash/Salvage

EOD

Legal

NCIS

Photo lab

PWC (Transportation)

Runway Support.

Safety (AFB).

Security.....

Weather

Off Base Operator.....

Switch Board

OUTSIDE LINE ACCESS:

COMMERCIAL:

DSN:

Step 15

DEPARTMENT HEADS' POST-MISHAP CHECKLIST

The following list, while not all inclusive, provides initial guidance for department heads following a mishap. If a department head is not available, any member of the department can get started on this.

Administrative Officer

- _____ Imminent death retirement
- _____ Provide record of Emergency Data (RED) to CO
- _____ Casualty report to CMC
- _____ Draft notification letter/telegram to NOK
- _____ Draft condolence letter/telegram to NOK
- _____ Draft PAO release for submission to XO/CO
- _____ Prepare orders for AMB, CACO, JAG investigator
- _____ Prepare appointment letters for AMB, CACO, JAG investigator
- _____ Death gratuity paid
- _____ Provide administrative support for JAG investigation
- _____ JAG investigation complete

Intelligence Officer

- _____ If applicable, submit preliminary inquiries and reports concerning the compromise of classified material in accordance with MCO P3040.4D

Operations Officer

- _____ Ensure OPREP 3 reports and messages submitted correctly
- _____ Secure flight operations
- _____ Secure mishap pilot and WSO logbook, NATOPS jacket, training jacket, etc.
- _____ Ensure SORTS message drafted for release
- _____ Remove AMB from flight schedule

Logistics Officer

- _____ Coordinate required logistics support for AMB, including,
 - a) transportation to the mishap site
 - b) billeting/messing at the mishap site
 - c) coordination of special equipment/gear for AMB
- _____ Personal effects inventory complete
- _____ Arrange for transportation of wreckage from mishap site to VMFA(AW)-242
- _____ Arrange for salvage/disposal of wreckage

Maintenance Officer

_____ **Secure aircraft and engine logbooks, NALCOMIS data, FCF checklist, maintenance records and any fluid samples of the mishap aircraft**

- _____ Mobilize and task the Emergency Reclamation Team
- _____ Provide data to the ASO required to complete the Mishap Report message
- _____ Prepare request for P & E inspection, if required
- _____ Be prepared to provide personnel to serve as a security force at the mishap site
- _____ Ensure that qualified avionics personnel are assigned to remove and secure COMSEC equipment

Director of Safety and Standardization

_____ Ensure CO/XO notified

_____ Verify mishap type/categorization

_____ Verify all external agencies notified

_____ Verify that photographer notified and enroute

_____ Proceed to mishap site and direct start of investigation

UNITED STATES MARINE CORPS

Marine Medium Helicopter Squadron 163

Marine Aircraft Group 16

3d Marine Aircraft Wing, MarForPac

MCAS Miramar, P.O.Box 452117

San Diego, California 92145-2117

SqdnO P3750.2

DOSS

21 Jan 00

SQUADRON ORDER P3750.2

From: Commanding Officer

To: Distribution List

Subj: PRE-MISHAP PLAN

Ref: (a) OPNAVINST 3750.6Q

(b) OPNAVINST 3750.16B

(c) OPNAVINST 4790.2E

(d) NAVAIR 00-80T-67

(e) JAGINST 5800.7B

(f) MCO 3040.4C

(g) FMFPacO 3750.5J

(h) ASO P3750.6

(i) WgO 3750.17

(j) GruO 3750.7B

(k) SqdnO P5100.3B

Encl: (1) LOCATOR SHEET

1. Purpose. To establish a procedural method for the investigation and reporting of Aircraft Mishaps and Hazards involving squadron personnel, aircraft, and equipment.

2. Cancellation. SqdnO P3750.1F.

3. Discussion. References (a) through (k) set forth requirements for various types of reports concerned with aircraft mishaps and indicate procedures to be followed in the submission of these reports. References (a) and (d) provide detailed procedures for a thorough aircraft mishap investigation and guidance regarding the release of information concerning aircraft mishaps. Reference (b) provides requirements and procedures for FAA/ NTSB participation in military aircraft mishap investigations. References (a) and (c) provide criteria for the submission of reports in conjunction with combined safety reporting format. Reference (e) provides guidance with the legal requirements and criteria for JAG investigations. Reference (f) indicates how and when a report of personal injury will be forwarded to the next of kin and to official agencies. References (g) through (k) provide guidance and procedures for aircraft mishap investigation.

SqdnO P3750.2

21 Jan 00

4. Information. A well executed Pre-Mishap Plan may result in the difference between the success or failure of the subsequent investigation. This manual is intended to expedite a successful comprehensive investigation and ensure timely submission of required reports. This manual does not supersede or modify any existing order promulgated by higher headquarters for reporting and investigating mishaps and hazards.

5. Action

a. General. Any person having knowledge of a mishap involving damage to government property, injury to personnel, or a situation which could result in a mishap, shall report such facts to the Squadron Duty Officer immediately. Except as provided for in this instruction, personnel shall not divulge any information, either officially or unofficially, to any party.

b. Specific. Action officers will utilize this Order in the accomplishment of their responsibilities in the event of a mishap. Nothing in this Order shall preclude logical action, should the situation warrant. All personnel assigned responsibilities herein shall familiarize themselves thoroughly with this Order and with requirements of their post-mishap duties. In the event of death or serious injury, personnel shall not discuss the matter with sources outside the squadron until the information has been released by proper authorities. The individual names will not be released without the expressed permission of the Commanding Officer.

c. Aviation Safety Officer. The Aviation Safety Officer (ASO) shall periodically brief all squadron officers, shop supervisors, and enlisted watchstanders on the assigned responsibilities of the squadron Pre-Mishap Plan. The ASO shall ensure that this Order is maintained in a current status and reflects responsibilities assigned by the Commanding Officer. The ASO shall also assist the Senior Member of the standing mishap board in conducting training and drills for mishap board members and watchstanders.

d. Operations Duty Officer (ODO) and Squadron Duty Officer (SDO). The ODO, or SDO if an ODO is not present or required, will generally be the first squadron person informed of an aircraft mishap or hazard. He or she is the key individual in initiating the appropriate chain of events. All ODO's/SDO's shall be familiar with the contents of this Order and the Pre-Mishap Plan Binder on the ODO's/SDO's desk. Upon assumption of the duty, the ODO/SDO shall review, at a minimum, the contents of Chapter 4 and Appendix A.

6. Certification. Reviewed and approved this date.

K. D. BEST
DISTRIBUTION: B

Copy To: AMB Turnover Jackets,
MAG-16 (ASO), MCAS Miramar (ASO)

SqdnO P3750.2 21 Jan 00
LOCATOR SHEET

Subj: PRE-MISHAP PLAN

Location: _____
(Indicate location(s) of copy(ies) of this Manual.)

PRE-MISHAP PLAN Enclosure (1)
RECORD OF CHANGES

Log completed change action as indicated.

Change Number	Date of Change	Date Entered	Signature of Person Incorporating Change

i
PRE-MISHAP PLAN

CONTENTS

CHAPTER

1	SCOPE
2	DEFINITIONS AND TERMS
3	AIRCRAFT MISHAP BOARD
4	MISHAP REPORTING
5	MISHAP INVESTIGATION
6	HAZARD REPORTING
APPENDIX	
A	INITIAL MISHAP CHECKLIST
B	NEWS MEDIA MUTUAL COOPERATION STATEMENT
C	DET OIC MISHAP CHECKLIST
D	WITNESS STATEMENT
E	ASO'S MASTER MISHAP CHECKLIST

GENERAL.1000	1-3
SAFETY POLICY.1001	1-3
AMB VS JAG MANUAL INVESTIGATIONS1002	1-3
PRIVILEGED INFORMATION.	1003	1-3

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1-2

PRE-MISHAP PLAN

CHAPTER 1 SCOPE

1000. GENERAL. The purpose of the Pre-Mishap Plan is to delineate responsibilities required in the event of a mishap. Since all mishaps are different, no single document could possibly cover every possibility. This document provides an outline by which squadron personnel will guide themselves during the initial 24 hours following a mishap. Those initial 24 hours are

critical in ensuring that a thorough investigation can be conducted. When unexpected problems are encountered, the success of the investigation will depend on the use of good judgment and initiative for areas not covered in this document. After the initial 24 hours, the Senior Member of the Aircraft Mishap Board (AMB) will direct the efforts of the board in accordance with all applicable references.

1001. SAFETY POLICY. There are no peace time missions, and very few combat missions, that preclude safety as our first priority in mission considerations. Safety is a prerequisite for successful combat readiness, training, and operations. If we cannot preserve our personnel and material assets we cannot attain a high state of personnel readiness. If, in the aftermath of a mishap, we fail to properly investigate and recommend solutions, we will be doomed to repeat it.

1002. AMB VERSUS JAG MANUAL INVESTIGATIONS. In the event of an aviation mishap involving death, serious injury, extensive damage to government property or the possibility of a claim by or against the government, a JAG Manual Investigation will be initiated in addition to the AMB's Mishap Investigation. These two investigations are completely independent and separate. No information may be exchanged between them with the exception of the identity of witnesses and any real evidence not obtained through the use of a witness statement. Although the identity of witnesses will be passed, the topics discussed and information provided will not be. No portion of one report can be a part of the other. The ASO will screen the JAG Manual Investigation Report prior to submission to CO for signature/endorsement to ensure that no privileged information has been divulged.

1003. PRIVILEGED INFORMATION. All squadron personnel should be completely familiar with the concept of safety privilege in order to ensure a free flow of all pertinent information necessary to the prevention of mishaps.

1. SAFETY PRIVILEGE. Individuals may be reluctant to reveal information pertinent to a mishap or the prevention of a mishap because they may believe that use of that information could be detrimental or embarrassing to themselves, their squadron mates, their squadron or others. They may also elect to withhold information to avoid self-incrimination. All personnel can be assured that they can reveal any information to any member of the AMB without fear of jeopardizing themselves or anyone else. That information can only be used for the prevention of mishaps and is inadmissible in any punitive or administrative action. AMB members are precluded from assignment to any other investigation or board relating to a mishap they investigated.

1-3

1003 PRE-MISHAP PLAN

2. Protection of Privileged Information. All AMB members will take steps to ensure that all information received by the AMB, the deliberations and recommendations of the AMB are safeguarded in accordance with the requirements of reference (a). Should privileged information be used for any purpose other than safety, credibility of all future assurances of privilege would be lost. All copies of MIR's and working papers of the AMB should be secured in the Safety and Standardization Department safe or equivalent. No personal copies of the MIR/endorsement shall be held by any member of the AMB.

1-4

PRE-MISHAP PLAN

CHAPTER 2

DEFINITIONS AND TERMS

PARAGRAPH PAGE

INTENT FOR FLIGHT.	2000	2-3
NAVAL AIRCRAFT MISHAP.	2001	2-3

INJURY CLASSIFICATION.2002	2-3
NAVAL AIRCRAFT MISHAP CATEGORIES.	2003	2-3
NAVAL AIRCRAFT MISHAP SEVERITY CLASSES.	2004	2-3
DOD PERSONNEL	2005	2-4
NON-DOD PERSONNEL.2006	2-4
DUTY STATUS.2007	2-4
LOST WORKDAYS.	2008	2-4
FIRST AID.2009	2-4
HAZARD.2010	2-4
RISK ASSESSMENT CODES.2011	2-5

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2-2

PRE-MISHAP PLAN

CHAPTER 2

DEFINITIONS AND TERMS

2000. INTENT FOR FLIGHT. The following criteria apply to DOD aircraft involved in a single or multi-aircraft mishap. Intent for flight is a prerequisite for the classification of a naval mishap as a flight mishap or flight related mishap.

1. Intent for flight is considered to exist when the aircraft brakes are released and/or takeoff power is applied for the purpose of commencing an authorized flight.

2. Intent for flight continues until the aircraft has alighted and the aircraft weight is supported by the landing gear.

2001. NAVAL AIRCRAFT MISHAP is an unplanned event or series of events directly involving naval aircraft resulting in any of the following:

1. \$10,000 or greater cumulative damage to naval aircraft or other aircraft (DOD or non-DOD). Property damage includes cost to repair or replace facilities, equipment or material.

2. An injury defined as traumatic bodily harm received while involved with naval aircraft, such as cut, fracture, burns or poisoning, resulting from single or 1-day exposure to an external force, toxic substance or physical agent, which results in:

- a. Fatality, regardless of time between injury and death.
- b. Permanent, Total Disability.
- c. Permanent, Partial Disability.
- d. Five or more lost work days (not including day of injury).

2002. INJURY CLASSIFICATION. See Tab 7 of Appendix A for injury Classification Codes.

2003. NAVAL AIRCRAFT MISHAP CATEGORIES. See Tab 7A of Appendix A for Naval Aircraft Mishap Categories.

2004. NAVAL AIRCRAFT MISHAP SEVERITY CLASSES. See Tab 7B of Appendix A for Naval Aircraft Mishap Severity Classifications.

2-3

2005 PRE-MISHAP PLAN

2005. DOD PERSONNEL

1. Civilian on Duty. General schedule and wage grade employees (including National Guard and Reserve Technicians, unless in military duty status); non-appropriated fund employees (excluding part-time military); Corps of Engineers Civil Works Employees; Youth Student Assistance Program employees; Foreign Nationals employed by DOD components; and military exchange employees.

2. Military. All U.S. military personnel on active duty; U.S. Military Reserve or National Guard personnel on active duty or in drill status; service academy cadets; Reserve Officers Training Corps cadets when engaged in directed training activities; foreign national military personnel assigned to DOD components.

2006. NON-DOD PERSONNEL. Off-duty DOD civilian personnel, persons employed by other Federal agencies, and other civilians and Foreign Nationals not employed by DOD.

2007. DUTY STATUS. DOD personnel are on duty when:

1. Physically present at any location where they are to perform their officially assigned work. This includes those activities incidental to normal work activities which occur on DOD installations, such as lunch or coffee breaks and all activities aboard vessels.
2. Being transported by DOD or commercial conveyance for the purpose of performing officially assigned work. This includes reimbursable travel for temporary duty performed in private motor vehicles, but not routine travel to and from work.
3. Participating in compulsory sports or physical training activities.

2008. LOST WORKDAYS. Those workdays (consecutive or not) on which DOD personnel would have worked, but could not because of injury. Excluded are the day of injury and the days that personnel did not work even though able to work.

2009. FIRST AID. An injury requiring minimal treatment(s) or no treatment and not resulting in a lost workday.

2010. HAZARD. A hazard is defined as a potential cause of damage or injury. See chapter 6 for examples.

2-4

PRE-MISHAP PLAN 2011

2011. RISK ASSESSMENT CODES

1. Risk assessment codes (RACs) are an estimation of overall risk severity potential of an identified hazard. There are five codes that are used to prioritize the maximum amount of Aircraft/Property damage and/or injury should that hazard continue to exist or reoccur.
2. Codes I and II are considered severe hazards. Codes III, IV, and V are considered routine hazards.

Risk Assessment Codes

I Class A Level damage and/or injury more than 50% of the time.

II Class A Level damage and/or injury less than 50% of the time.

IIISome degree of injury/damage more than 50% of the time.

IVSome degree of injury/damage less than 50% of the time.

V Potential for damage and/or injury is remote.

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2-6
PRE-MISHAP PLAN

CHAPTER 3

AIRCRAFT MISHAP BOARD

PARAGRAPH PAGE

RESPONSIBILITIES.3000	3-3
COMMANDING OFFICER.3001	3-3
SENIOR MEMBER.3002	3-3
OPERATIONS MEMBER3003	3-4
MAINTENANCE MEMBER3004	3-4

AVIATION SAFETY OFFICER3005	3-4
FLIGHT SURGEON.3006	3-4

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3-2

PRE-MISHAP PLAN

CHAPTER 3

AIRCRAFT MISHAP BOARD

3000. RESPONSIBILITIES

1. General. The Aircraft Mishap Board (AMB), is responsible for gathering all information concerning aircraft mishaps and submitting accurate reports that will assist in the prevention of similar mishaps. An AMB exists when the first member of the AMB arrives at either the squadron area or the mishap site. This member, if not the Senior Member, will be responsible for coordinating all activities involving the mishap investigation until the Senior Member arrives.

2. Duties. AMB members will maintain thorough knowledge of this instruction, the references, the squadron Safety and Standardization program and any other item contained in their specific AMB turnover folder.

3. Reports. The AMB will make all reports in accordance with references (a) through (k), unless the Commanding Officer has been informed in writing that he has been relieved of the responsibility for conducting the investigation.

3001. COMMANDING OFFICER. In the event of an aircraft mishap, the Commanding Officer is responsible for the continued operation of the squadron. He will ensure that all personnel involved in the investigation or reporting process are released from all other duties and responsibilities. The Commanding Officer must be continually kept abreast of the status and completion of required reports. In the event that there are casualties, he will make notification to the next of kin. A comprehensive checklist of reports required is furnished in Tab 11A of Appendix A.

3002. SENIOR MEMBER

1. The Senior Member of the AMB shall be senior to the pilot in command or flight leader. For a Class A mishap he will be designated by the controlling custodian from outside the squadron. The Senior Member is responsible for the prompt and orderly execution of the investigative and reporting procedures relative to an aircraft mishap. Prior to a mishap, the duties of the Senior Member of the AMB shall include but are not limited to:

- a. Ensuring the training and readiness of the AMB.
- b. Ensuring the readiness of materials and equipment in the squadron mishap investigation kit.
- c. Supervising drills of the squadron Pre-Mishap Plan.

3-3

3003

PRE-MISHAP PLAN

2. After notification of a defined naval aircraft mishap or hazard, the Senior Member shall comply with the requirements of Tab 11B of Appendix A.

3003. OPERATIONS MEMBER. After notification of a defined naval aircraft mishap or hazard, the Operations Member shall comply with the requirements of Tab 11C of Appendix A.

3004. MAINTENANCE MEMBER. After notification of a defined naval aircraft mishap or hazard, the Maintenance Member shall comply with the requirements of Tab 11D of Appendix A.

3005. AVIATION SAFETY OFFICER

1. As a member of the Aircraft Mishap Board, the ASO is responsible for the following:

- a. Act as principle advisor to the Commanding Officer and Senior Member of the AMB on all Aviation Safety matters.

- b. Conduct quarterly AMB training.
 - c. Keep and maintain the Mishap Investigation Kit.
 - d. Assist Senior Member in the preparation of reports.
 - e. Maintain a Pre-Mishap Plan Folder for the ODO/SDO and all training deployments.
2. After notification of a defined naval aircraft mishap or hazard, the Aviation Safety Member shall comply with the requirements of TAB 11E of Appendix A.

3006. FLIGHT SURGEON

1. As a member of the Aircraft Mishap Board, the Flight Surgeon is responsible for the following:
- a. Be familiar with this and other appropriate instructions.
 - b. Maintain current directives on local facilities available for assistance in the autopsy or laboratory analysis of the remains.
2. After notification of a defined naval aircraft mishap or hazard, the Flight Surgeon shall comply with the requirements of Tab 11F of Appendix A.

3-5

PRE-MISHAP PLAN

CHAPTER 4

MISHAP REPORTING

PARAGRAPH PAGE

MISHAP CHECKLIST.4000	4-3
DISCLOSURE OF INFORMATION.4001	4-3
NOTIFICATION AND VERIFICATION4002	4-3
OVERDUE AIRCRAFT.4003	4-5
CHRONOLOGICAL RECORD4004	4-5
NOTIFICATION OF STATION ODO4005	4-5
SQUADRON MISHAP RECALL.4006	4-5

MISHAP CLASSIFICATION4007	4-6
FLASH REPORT/OPREP-34008	4-6
MISHAP TELEPHONE REPORT4009	4-7
WEATHER BRIEFING.4010	4-7
KEY PERSONNEL CHECKLISTS4011	4-7
SECURITY FORCE BRIEF4012	4-8
BRIEF OF ON-HAND PERSONNEL4013	4-8
MISHAP REPORT.4014	4-8
FAA INVOLVEMENT4015	4-9
NEWS MEDIA RELATIONS4016	4-9
DETACHMENTS/DEPLOYMENTS4017	4-10

4-2

PRE-MISHAP PLAN

CHAPTER 4

MISHAP REPORTING

4000. MISHAP CHECKLIST

1. The Operations Duty Officer (ODO) or the Squadron Duty Officer (SDO) will normally be the first person to learn of a mishap involving a squadron aircraft. He is the key individual in initiating the appropriate chain of events. It is absolutely paramount that all SDOs and ODOs be familiar and comfortable with the Mishap Checklist (Appendix A). You must respond correctly and without hesitation. Each SDO and ODO will review this instruction at the beginning of every watch. The ODO/SDO will initiate all appropriate action until released by the Senior Member of the AMB. He will assist the AMB as required.

2. The checklist has been devised so that it may be implemented with ease, provided that appropriate personnel are cognizant of its contents prior to its implementation. Upon assuming the SDO watch, the SDO shall brief the SDC concerning the duties expected of him should a mishap occur.

4001. DISCLOSURE OF INFORMATION

1. Mishap information is limited access information. You must not allow any information to be divulged to anyone except through official channels. Do not give out the names of the personnel involved in a mishap over the phone except to the Commanding Officer, Executive Officer, or as specifically directed in this instruction.

2. Be particularly wary of persons claiming to be high ranking officers. Some unscrupulous members of the news media have been known to use this ploy to gain information. Be courteous but firm in not divulging information. Refer them to the Joint Public Affairs Officer at MCAS Miramar x6000, after hours call (619) 920-0836 and ask to recall the duty JPAO.

3. If the next of kin should call and request any information prior to the official notification, respond with, "I'm sorry, but we are not able to release any information at this time. The Commanding Officer will authorize a statement soon." Immediately report the call to the Commanding Officer along with the next of kin's phone number.

4002. NOTIFICATION AND VERIFICATION. Notification of a mishap can be made by telephone or message from numerous sources, including civilian, military, and various law enforcement agencies. If the mishap is within the local area, they will coordinate with local bases for response. If the site is distant, the nearest military airfield should be contacted.

4-3

4002PRE-MISHAP PLAN

2. Search and rescue. The safety of the pilots, crew members, passengers and other personnel is the first priority and requires immediate attention. Ensure that a SAR aircraft and/or ambulance is dispatched immediately unless absolutely certain that they are not required.

3. Dispensary. The dispensary will be placed on alert for coordination of casualty assistance. If on base or within the local area of responsibility, they will dispatch an ambulance.

4. Explosive Ordnance Disposal (EOD). In aircraft mishaps where there is no danger of Cartridge Activated Device (CAD) explosion, squadron maintenance personnel will remove CAD's. In other cases where the possibility of CAD activation exists, EOD personnel will assist and/or remove CADs from the aircraft. In all cases CADs will be turned over to authorized squadron personnel for possible Engineering Investigation. In all cases when other types of ordnance are aboard call EOD. If known, inform the unit called of the exact type of ordnance on board.

5. Provost Marshal. When contacted by tower, PMO will respond to the scene of all aircraft mishaps. They will assist supervisors and set up perimeter security at the site. They will remain on scene until relieved by squadron personnel. If the mishap site is away from the local area, the nearest military installation is tasked with providing the same service. They will provide security until relieved by the squadron. They should provide rope, signs, stakes, etc.

6. Flight Clearance. The tower and other local agencies that may have been dealing with the aircraft will need to be notified so that records that may prove useful to the AMB are preserved.

7. Photo Lab. The base photography unit will dispatch a photographer immediately on request of the squadron. If the mishap occurs outside the local area, coordinate with the nearest military unit for photographic assistance.

8. Joint Public Affairs Officer (JPAO). The JPAO will be the clearing house for all information released on all Class A mishaps or others that may generate public interest. JPAO shall be notified of the mishap as soon as possible so that they can assimilate information and respond to questions properly and intelligently. Once notified, the JPAO will keep in constant contact with the squadron. Under no circumstance will JPAO be given privileged information or any information that would not be appropriate on a Mishap Report as discussed in paragraph 4014.3.

9. Local Law Enforcement. PMO will liaison with local law enforcement agencies to coordinate initial emergency response and security for off-base mishaps.

4-4

PRE-MISHAP PLAN4003

4003. OVERDUE AIRCRAFT

1. If you are notified that a squadron aircraft is overdue, (30 minutes beyond scheduled arrival time) or an aircraft is determined to be missing, contact Station Operations immediately. Speak only with Operations Officer or the Senior Marine present. Request that a radio search by Air Traffic Control facilities be initiated. If radio contact cannot be established, declare the aircraft missing and request from Station Operations that the crash alarm be activated notifying all stations of missing aircraft.

2. Missing Aircraft. If an aircraft is determined to be missing, proceed under the assumption that an aircraft mishap has occurred and continue with the steps in appendix A. When calling Station Operations, be prepared to pass on information concerning the aircraft's route of flight, intended destination, ETAs, etc.

4004. CHRONOLOGICAL RECORD

1. Start a chronological log to ensure all facts, times, names, information, etc., are recorded for future references, and to keep accountability on what has been accomplished. It would be highly advisable to use the duty clerk or anyone else available to perform this and other time consuming administrative functions.

2. To ensure a steady flow of incoming information, secure one phone line for incoming phone calls only (Safety/NATOPS phone is a good line to secure). Allow no one to use this line for outgoing calls and give this number only to individuals from whom you require information.

4005. NOTIFICATION OF STATION ODO. Call the Station ODO at extension 4277, and provide the information as per appendix A tab 5. Since lives could be at stake, i.e.. SAR or use of the fire department, it is important that this action be accomplished as quickly as possible. If coordination with local law enforcement agencies is required, call 9911.

4006. SQUADRON MISHAP RECALL

1. Initially, the Commanding Officer, Executive Officer, Operations Officer, Aviation Safety Officer, and Aviation Maintenance Officer should be notified immediately. Do not recall others at this time unless directed. Current phone numbers are listed in Tab 6 of Appendix A of the ODO/SDO Mishap folder and on the ODO desk.

2. If there is the determination that a mishap has in fact occurred, notify each member of the Aircraft Mishap Board. If a member cannot be reached, contact his alternate.

4-5

4007PRE-MISHAP PLAN

3. Other personnel will be required in order to accomplish specific required tasks:

a. Administrative Officer (S-1). In all cases involving fatalities or serious injury, the S-1 Officer shall be notified. In the event squadron personnel need to be sent to an aircraft mishap site away from the local area, the squadron S-1 will coordinate the issuance of orders and disbursing requirement. The S-1 officer shall comply with the requirements of Tab 11G of Appendix A.

b. Logistics Officer (S-4). Initially, PMO will provide security of the mishap site. The S-4 officer shall be notified to coordinate the posting of squadron personnel, including a Security Officer, as soon as possible. The S-4 Officer shall also be prepared to provide any logistic or transportation support required by the AMB or the security force. Initially, six enlisted Marines and at least one officer or SNCO will normally be required. Transportation to the crash site should be by the most expeditious, practical method. The S-4 Officer shall comply with the requirements of Tab 11I of Appendix A.

c. Sergeant Major. The Sergeant Major will be the key point of contact in assembling work parties and security watches. The Sergeant Major will also assist the Commanding Officer in the notification of NOK if required (Tab 11L of Appendix A).

d. Chaplain. Chaplains are available on a 24 hour basis to tend to the spiritual and emotional needs of victims and their families. In all mishaps involving serious injury or death, contact the

chaplain. If known, inform the chaplain of the religious preferences. The S-1 Officer can obtain this information from the OQR/SRB.

4007. MISHAP CLASSIFICATION. The category and severity of the mishap can be determined utilizing Tabs 7A and 7B of Appendix A. The SDO/ODO should not waste an excessive amount of time here initially. He should only be concerned with the Mishap Category, Tab 7A, at first, in order to get the Flash Report out within 5 minutes.

4008. FLASH REPORT/OPREP-3

1. Send a Mishap Flash Report (Tab 8 of Appendix A) to the MAG-16 Aviation Safety Officer (x4534) within 5 minutes. If there is no answer, submit the report to the MAG-16 Operations Officer. During non-working hours, call the MAG-16 Duty Officer at x1779. These individuals will forward the Mishap Flash Report to the 3d MAW Safety Officer, who will draft and send the OPREP-3 message based on the information available from the Flash Report.

2. Do not hold up the report due to lack of information. Timeliness is paramount in the submission of the Flash Report. Submit the current information and follow it up as more information becomes available.

4-6

PRE-MISHAP PLAN4009

3. An OPREP-3 report is required if the mishap is likely to generate national and/or high level interest. This report is normally sent by 3d MAW Safety. The basic criteria and guidelines apply sending the OPREP-3 report:

a. If a squadron aircraft mishap results in civilian fatalities, or widespread civilian property damage. (Flash Precedence)

b. If a squadron aircraft mishap occurs on foreign territory. (Flash Precedence)

c. If a squadron aircraft is destroyed or substantially damaged (Class A or B), but does not fulfill requirements of "a", or "b" above, an OPREP-3 Navy Blue Report is required. (OP Immediate Precedence)

4. When deployed, a mishap flash report will be sent to MAG-16, info the MEU. If the host station has already submitted an OPREP-3 report, another one is not required. Ensure that this fact is passed to 3d MAW when contact is made.

5. The OPREP-3 format can be found on disk located in the ODO folder, along with a written example and info addresses.

4009. MISHAP TELEPHONE REPORT. For all class A mishaps, a telephone report must be called into the Naval Safety Center by the squadron within 60 minutes of initial notification. The phone numbers and format are found in Tab 9 of Appendix A. Do not holdup the report due

to lack of information. This is a general use report and shall not contain any privileged information. It shall not state the source of any information, nor contain any information from statements made to an Aircraft Mishap Board, nor any information discovered as a result of statements made to an Aircraft Mishap Board, any analysis, conclusions or recommendations of an Aircraft Mishap Board, nor any known, probable or possible cause factors of a mishap.

4010. WEATHER BRIEFING. Obtain a thorough weather briefing from the station closest to the mishap site. If the mishap is located at a remote site, or a significant distance from a reporting station, obtain the reports from two or more stations in the vicinity to get a general overview of the weather at the mishap site. MCAS Miramar Weather is tasked with and should be able to get most of this for you. Use the format in Tab 10 of Appendix A. Ensure that this information is passed to the AMB.

4011. KEY PERSONNEL CHECKLISTS. While awaiting the arrival of the AMB and other key personnel, the ODO/SDO should go through the checklists contained in Tab 11 of Appendix A. As time allows, he should attempt to complete any items listed with an asterisk (*), in order to assist in the timely completion of required tasks.

4-7

4012PRE-MISHAP PLAN

4012. SECURITY FORCE BRIEF. The Security Officer will normally be an officer or SNCO selected initially by the S-4/SDO. He shall ensure that all sentries are thoroughly familiar with the contents of Tab 12A of Appendix A and Appendix B upon assumption of each watch. For the initial posting of the first watch, the S-4 officer or SDO will brief all personnel. Afterwards, the Security Officer will be briefed by the S-4 Officer and then brief his watch.

4013. BRIEF OF ON-HAND PERSONNEL. All squadron personnel present should be briefed concerning a mishap in accordance with Tab 13 of Appendix A. Particular emphasis should be placed on the reasons for restricting the release of information outside of the squadron. To ensure adequately trained personnel are readily available, all members of the squadron will also be briefed on mishap site security measures (Tab 12A of Appendix A). During working hours, muster all on-hand personnel, brief them and prepare them for selection as work party or security personnel. This may require a recall of barracks personnel, if night crew has secured.

4014. MISHAP REPORT

1. An Initial Mishap Report (MR) will be sent via message for all Class A and B mishaps within four hours of mishap notification. The purpose of the message is to inform interested commands that a significant aircraft mishap has occurred. The ASO or a safety school trained individual will begin preparing the initial MR message which shall be released by the AMB. If there are no school trained personnel available, notify Group that assistance with the message is needed.

2. The First Amended Mishap Report for class A or B mishaps and the Initial Mishap Report for class C mishaps shall be submitted within 24 hours of the mishap. Deadlines for additional Mishap Reports are as appropriate, and may be established by higher authority.

3. Non-privileged Status. Mishap Reports are general use reports and shall not contain any privileged information. They shall not state the source of any information, nor contain any information discovered as a result of statements made to an aircraft mishap board, any analysis, conclusions or recommendations of an aircraft mishap board, nor any known, probable, or possible cause factors of a mishap. These items are privileged by law. When in doubt, check with the Senior Member or the ASO.

4. Precedence. Mishap Reports required within 24 hours shall be sent via priority message. All other Mishap Reports shall be sent via routine message.

5. Classification. Message Mishap Reports will normally be unclassified. If any portion of the report warrants classification, that information shall be omitted and the word "Classified" entered in its place. If a meaningful report can not be submitted, a classified report may be submitted.

4-8

PRE-MISHAP PLAN4015

6. The following also apply:

- a. Mishap Reports are exempt from minimize.
- b. Mishap Reports are For Official Use Only (FOUO).

7. Mishap Report Format

a. A separate message folder contains the Mishap Report Format. A blank shell can also be found on the diskette contained in the ODO's message folder.

b. If any information is not available when the message is released, enter "TBA" (To Be Added) in the space for that information.

c. If information is estimated, enter the term "ESTIMATED" prior to that information.

d. If any information is obviously not appropriate for the mishap being reported enter "NA" (Not Applicable) in the space.

e. Amended Reports are required only to report new or corrected information.

4015. FAA INVOLVEMENT

1. If a function of the FAA is, or may be involved in an aircraft mishap, a telephone call and message to the nearest FAA facility is required. The telephone report will include all available information and shall be made within four hours of the time the incident occurred.
2. The determination of FAA involvement, possible or probable, rests with the military unit conducting the investigation. Specific instructions for criteria to determine involvement are included in reference (b). Basically, involvement will include any contributing factor to the mishap which is controlled, supervised, accomplished, or the responsibility of the FAA or its personnel. This would include erroneous chart information, collisions with civilian aircraft, and improper air traffic clearances. A follow-up priority message will be sent as soon as possible, but no later than 24 hours after the incident. The message folder contains the telephone and message formats required. A blank shell of the message format can also be found on the diskette contained in the folder.

4016. NEWS MEDIA RELATIONS

1. General. Whenever death or serious injury to military or civilian personnel is the result of an aircraft mishap involving military aircraft, it becomes a matter of dissemination. Although release of such information is a command prerogative, Joint Public Affairs Officers are charged

4-9

4017PRE-MISHAP PLAN

with the responsibility and possess facilities for the proper release of such information. When the squadron is deployed, and/or operating from another airfield or ship, information pertaining to the mishap should be made to the Public Affairs section of that base or the nearest military activity to the scene of the mishap for proper dissemination.

2. Inquiries by media personnel. If sentries, board members or anyone in the investigating party is questioned by a reporter, refer that individual to the JPAO. Under no circumstances will the names of persons involved be given. Tell the reporters that you are there only to investigate the accident and the details will be given to them as soon as they are known. DO NOT VOICE SPECULATION AS TO THE CAUSE OR CULPABILITY.

3. Taking of photographs by media personnel

- a. No attempt should be made to stop photographers from taking pictures, unless classified equipment is involved. In that case, warn the photographer that pictures of classified equipment are not allowed. Should he persist after warning, inform him that the FBI must be notified of his actions. If possible, get the name and address of the person and give this information to the Public Affairs Officer and the Senior Member of the Aircraft Mishap Board. The nearest field office of the FBI should be immediately notified.

- b. In the past, news photographers have been cooperative in refraining from taking pictures of an objectionable nature. However, if this is violated, attempt to cover the remains with a tarp or

other suitable material and report the photographer's name and the firm represented to the JPAO and to the Senior Member of the AMB.

4. UNDER NO CIRCUMSTANCES SHALL MILITARY PERSONNEL USE ANY DEGREE OF FORCE TO PREVENT OR OTHERWISE INTERFERE WITH CIVILIAN PHOTOGRAPHERS OBTAINING PICTURES OUTSIDE OF NAVAL JURISDICTION.

5. News Media Mutual Cooperation Statement. To better control the access of the news media representatives at the mishap site, a copy of Appendix B should be given to each as they arrive. Copies shall be maintained in the Mishap Investigation Kit and given to the Security Officer in the event that no AMB members are present.

4017. DETACHMENTS/DEPLOYMENTS. Normally squadron detachments or deployments will be made to areas where phone contact can be maintained with the local area. If the command element has not shifted, the Detachment OIC will complete Appendix C. He shall pass all required information to the command element via phone or facsimile machine and the reporting will be conducted from home base.

4-11

PRE-MISHAP PLAN

CHAPTER 5

MISHAP INVESTIGATION

<u>PARAGRAPH</u>	<u>PAGE</u>
INITIAL 24 HOURS.5000 5-3
CONDUCT OF THE INVESTIGATION.50015-3
WITNESS STATEMENTS5002 5-4
PHOTOGRAPHING WRECKAGE.5003 5-5
WRECKAGE DIAGRAMMING5004 5-6
TECHNICAL ASSISTANCE5005 5-7
DEEP WATER RECOVERY.5006 5-8
WRECKAGE PRESERVATION5007 5-8
MISHAP INVESTIGATION REPORT5008 5-8

5-1

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PRE-MISHAP PLAN

CHAPTER 5

MISHAP INVESTIGATION

5000. INITIAL 24 HOURS. The initial 24 hours following an aircraft mishap are the most difficult. The checklists provided will aid everyone in making best use of their time. During this period, the board should not rush into anything. It should take time to consider the consequences of actions, particularly those pertaining to material evidence. It should keep an open mind and collect as much factual information as possible, leaving the analysis and conclusions to later. During this period, the wreckage will not be removed or disturbed unless the wreckage interferes directly with vital civil functions or essential military operations. In the case of bona fide interference, the Commanding Officer of the base or unit concerned is authorized to direct the removal of the wreckage from the scene to the salvage yard or to an area where there is no interference.

5001. CONDUCT OF THE INVESTIGATION

1. After the initial 24 hours, the Senior Member will direct the efforts of the board in accordance with applicable references. The board's goal is to examine ALL possible mishap causal factors. It will determine not only WHAT happened but WHY it happened, WHERE the problem originated, WHAT can be done to eliminate it and WHO can do it.

2. The investigation will be divided into several phases:

a. The Basic Examination. The initial investigative work where factual evidence is collected from the field and from witnesses, records, autopsy, etc. This investigation also covers the

examination of management and supervisory processes involved. Keep an open mind, do not start to develop theories during this phase.

b. Analysis of the Evidence. A list is made of possible scenarios that are supported by the facts. These theories should be tested, and if further evidence is necessary to either prove or disprove a theory, then this evidence must be obtained.

c. In-depth Investigation. As the investigation narrows the suspect scenarios, there will probably be the need for information that can only be obtained by detailed disassembly of components and/or laboratory analysis.

d. Final Analysis. Once all evidence that can possibly be obtained has been gathered, the board must ascertain the cause factors. In almost every mishap there are going to be anomalies that cannot be explained. You should go with the preponderance of evidence. You are not in a court of law where everything must be proven beyond a shadow of a doubt. If you have evidence that a hazard may have caused the loss of an aircraft or injury, then it must be corrected.

5-3

5002PRE-MISHAP PLAN

e. Conclusions. Make sure you dig deep enough for the cause factors. A finding that the aircraft was destroyed because the pilot flared incorrectly during a practice autorotation is not adequate. Pilots are expected to complete a routine task of this type. If the question of why cannot be answered, then the investigation is not complete.

f. Recommendations. Make sure that the recommendations correct the situations that caused the mishap and not just address the symptoms. The recommendations should spell out in detail what, in the board's best judgment, would prevent the mishap from being repeated. Treat each factor separately and assign management action to just one command per recommendation.

5002. WITNESS STATEMENTS

1. The timely identification of witnesses is an important step in the conduct of a successful investigation. In many cases, the evaluated statements made by the witnesses may point directly to the immediate area in which the investigation should be concentrated and assist in saving valuable time and energy in conducting the investigation. In many cases witnesses at the accident site will have information as to the behavior of the aircraft just prior to the mishap. However, do not rely entirely upon witnesses located in the immediate vicinity. Witnesses not at the mishap site may have valuable information to contribute and should be sought. Often witnesses who do not come forward voluntarily can be found through local police, news media, rescue agencies, or by going door to door along the aircraft's flight path.

2. Try to obtain a statement from witnesses as soon as possible and preferably before a witness can compare their views with those of others. Even though such a statement may be brief, witnesses can always be contacted again if additional information or clarification is desired. When interviewing witnesses the investigator must be as courteous as possible. He or she must

make every effort to make the witness feel comfortable and willing to talk openly. Before starting the interview, explain that a witness's statement will be used only for safety purposes to prevent a future reoccurrence of the mishap. Do not explain Safety Privilege at this time unless the witness is hesitant. Reference to legal proceedings may scare the witness off. If hesitant, utilize the Advice to Witnesses form (OPNAV 3752.1), which is part of Appendix D. In obtaining statements, observe the following as well as the above:

- a. If possible, take the witness back to the spot from which he observed the mishap.
- b. Allow the witness to relate his story without being interrupted. Utilize a tape recorder unless it makes the witness uncomfortable. If it does, take notes unobtrusively.
- c. Record the statement verbatim, if possible.
- d. If available, use a model to assist witnesses in describing the flight characteristics and path of the aircraft.

5-4

PRE-MISHAP PLAN 5003

- e. After the witness has finished, go over the Witness Statement form (Appendix D) and ensure that all the required information has been covered.
3. After the interview, point out that the witness's name will be given to the JAG Investigator but that the JAG Investigator will not be privy to the contents or topics of the statement to the AMB. Ensure that the witness has read and understands the Advice to Witnesses.
 4. The statements of the flight crew should be taken as soon as possible, with due regard for their physical condition. The Flight Surgeon can determine if crew condition will permit interviews and should normally obtain the initial statements from them. Tape recordings of statements made by crew members are required.

5003. PHOTOGRAPHING WRECKAGE

1. Photographs are very important to the recording of the accident. Do not be reluctant to have as many photographs as necessary made. These will preserve the evidence.
2. The duty photographer will be under the supervision of the Aviation Safety Officer to ensure that meaningful and quality photographs are taken.
3. Photos of victims/fatalities will be avoided unless they serve a definite purpose for valid reasons.
4. The following is a guide for photographs:

- a. A general view of the scene from four directions and back along the wreckage pattern to the point of initial contact.
- b. Aerial view of the accident scene.
- c. View along direction of flight path, including initial impact point.
- d. Damage to objects struck.
- e. Engine components.
- f. Major parts of wreckage.
- g. Wheel and landing gear components.
- h. Detailed view of cockpit, instrument panel, engine controls, switch and radio settings, etc.

5-5

5004PRE-MISHAP PLAN

- i. All parts involved in, or suspected of, structural failure or having contributed directly to the accident. The photographs should be in sufficient detail to show the grain of metal at the failure point or other detailed information, such as direction of shear, fracture, etc.

5. All photographs should be given exhibit numbers and should carry descriptive captions which give place and date of the accident and point out the details or evidence which they contribute. It is extremely helpful to use a blackboard slate and chalk on which to write captions and inserts into foregrounds of the pictures being taken. The location of the photographer and the direction in which the photographs were taken should be carefully recorded.

6. To produce quality photographs that show greater detail use color film. Fluids and other types of discoloration may not show up on black and white film. Crop and enlarge photos to show greater detail. Poor quality photographs, such as Polaroids or those taken from great distances, can be computer enhanced. The NTSB, FBI and NASA have this capability and are usually receptive to requests for assistance.

7. All photographs need to be controlled. They should be seen only by those with a need to see. All photographs must contain the legend "SPECIAL HANDLING REQUIRED IN ACCORDANCE WITH OPNAVINST 3750.6Q".

5004. WRECKAGE DIAGRAMMING

1. Sketches frequently present information more clearly than any other method. A general sketch of the accident area is highly desirable of most accident sites. It portrays to the analyst a general setting of the accident and the relative location, bearing and distance of the following items from the center of the wreckage:

- a. Point of initial contact.
- b. Location of deceased or injured personnel.
- c. Engines and component parts.
- d. All major portions of the aircraft with identification notes.
- e. Landmarks or prominent terrain features.
- f. Distance and direction to the nearest airport, town or major landmarks.
- g. Location of witness(es) whose statement(s) are included.
- h. Elevation (MSL) and north point at scene of mishap.

5-6

PRE-MISHAP PLAN 5005

- i. Path of aircraft by dotted line.
 - j. Distance between important points or objects.
 - k. Location and direction in which photos were made (show by arrows).
2. Sketches may also be used to show details of taxing accidents, collisions, proximity of obstructions to runways and taxiways, width or conditions of runways, size, and layout of emergency landing sites and special conditions involved in accidents.
3. Surveyor. In mishaps where aircraft wreckage is scattered over a wide area, it is often beneficial to utilize a surveyor for precise wreckage diagramming. Surveyor assistance can be arranged on short notice through the Engineering Division of Facilities Management. MWSG-37 is an alternate source of surveyor support.

5005. TECHNICAL ASSISTANCE

1. Technical assistance rendered to the AMB is advisory in nature and in no case will technical specialists be considered as members of the board, nor will the board be required to accept any conclusions or decisions arrived at by the technical specialists.
2. Sources of technical assistance in the investigation include the following:
 - a. BUMED
 - b. Aeromedical Laboratories
 - c. Environmental and Preventive Medicine Units

- d. Aeromedical Safety Officer (AMSO)
- e. Armed Forces Institute of Pathology
- f. National Institute of Health
- g. Aviation Physiology and Water Survival Units
- h. Naval Aviation Depots
- i. Naval Laboratories and Development Centers
- j. Aircraft and Component Manufacturers
- k. Naval Safety Center

5-7

5006PRE-MISHAP PLAN

3. When technical assistance is desired in an investigation of aviation material, the AMB should submit a message requesting an Engineering Investigation (EI). Technical assistance can be requested via paragraph 7 of Mishap Reports.

5006. DEEP WATER RECOVERY. If the wreckage is in water of depth precluding location and recovery, it will be necessary to decide whether or not it would be justifiable to attempt recovery of the wreckage. If it is determined that a salvage attempt would be justified, request assistance from CINCPACFLT in paragraph 7 of the Mishap Report. For assistance in determining the feasibility of a salvage attempt, contact Naval Safety Center Aircraft Mishap Investigation Division at (DSN) 564-3321 or (COMM) 804-444-3321.

5007. WRECKAGE PRESERVATION

1. Following an aircraft mishap, the wreckage will not be moved or disturbed for a period of 24 hours except to protect life, limb or property, to facilitate essential military or civil activities, or to protect the wreckage from loss or further damage. In the case of bona fide interference, the Commanding Officer of the airfield or unit concerned is authorized to direct the removal of wreckage to an area where there is no interference. When the wreckage is moved prior to termination of the investigation by the AMB, it is the responsibility of the officer ordering such removal to first take photographs and prepare an accurate plot of the wreckage and wreckage distribution. A record of any damage to the wreckage inflicted during rescue or salvage shall also be maintained. The 24 hour period specified herein is necessary to allow for other activities to receive notification of the mishap and make decisions relative to their interests in conducting an independent investigation.

2. When the wreckage is in or under water, the wreckage should be removed as soon as possible and anti-corrosion measures taken. This will normally be conducted by the squadron Emergency Reclamation Team after the Senior Member's approval. A record of any damage inflicted during recovery operations must be maintained. An accurate diagram of underwater wreckage may be

difficult to obtain, but an effort should be made. All reasonable efforts will be made to retrieve all items associated in any manner with the aircraft and/or crewmembers.

5008. MISHAP INVESTIGATION REPORT

1. General. Reporting a defined naval aircraft mishap is accomplished through the submission of a Mishap Investigation Report (MIR). These reports are extremely important in preventing the reoccurrence of aircraft mishaps. AMBs must spare no effort in communicating their knowledge of the mishap in the MIR. The success of the Aviation Safety program depends on the submission of complete and open information, opinions and recommendations.
2. Deadline. Mishap Investigation Reports will be submitted for all defined naval aircraft mishaps. The deadline for submission is 30 calendar days following the mishap. If the deadline cannot be met, an extension can be requested from MarForPac (Ref A).

5-8

PRE-MISHAP PLAN5009

3. Submission. The Mishap Investigation Report message shall be submitted in accordance with chapter 7 of reference (a). No extra copies of the hard copy report shall be made. The squadron copy shall be locked up and maintained on file for two years following the final endorsement.

5009. RELEASE OF WRECKAGE

1. The Senior Member of the AMB is authorized to release the wreckage for removal or salvage upon completion of all investigations of the mishap. In those cases where investigations are being conducted by other activities, the Senior Member shall not release the wreckage for salvage until all investigating teams have announced the completion of their investigations.
2. When a Naval Safety Center investigator is assigned to an aircraft mishap investigation, he will control the wreckage and all real evidence. No disposition of any wreckage or real evidence shall be authorized by the Senior Member until released by the Naval Safety Center investigator.
3. Once all investigations have been completed, the Senior Member will release the wreckage and real evidence to the reporting custodian. The reporting custodian will notify the controlling custodian that the wreckage is ready for final disposition.

5-9
PRE-MISHAP PLAN

CHAPTER 6

HAZARD REPORTING

<u>PARAGRAPH</u>	<u>PAGE</u>
PURPOSE6000 6-3
TYPES OF HAZARDS6001 6-3
NEAR MID-AIR COLLISION6002 6-4
IN-FLIGHT PHYSIOLOGICAL EPISODE6003 6-4
NOTIFICATION OF AMB6004 6-4
NON-PRIVILEGED STATUS.6005 6-5
REPORTING.6006 6-5

6-1

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PRE-MISHAP PLAN

CHAPTER 6

HAZARD REPORTING

6000. PURPOSE. There are three purposes for Hazard Reports, all of which are intended to eliminate hazards:

1. To report a hazard and the remedial action taken, so that others may take similar action to eliminate the hazard.
2. To report a hazard and recommend corrective action to be taken by another organization to eliminate the hazard.
3. To report a hazard, so that some other organization may determine appropriate corrective action to eliminate the hazard.

6001. TYPES OF HAZARDS. The following list is provided as examples of situations, conditions, or occurrences which may demonstrate a need for investigation and the reporting of hazard. This list is not all inclusive:

1. Bird and Bat strikes (generic format).
2. Mid-air or near mid-air collisions (special format). See definition in paragraph 6002.
3. In-flight physiological episodes (special format). See definition in paragraph 6003.
4. Landing necessitated by conditions making further flight inadvisable.
5. Unintentional departures from controlled flight.
6. Jettisoning of external slung cargo loads.
7. Inaccurate weather forecasts.

8. Deficient operations of airfields and shipboard aviation support facilities.
9. Inadequate or improper control of air traffic.
10. Inadequate personnel selection, training or education.
11. Deficient air traffic regulations, procedures or policies, including those published by the FAA.

6-3

6002PRE-MISHAP PLAN

12. Faulty air navigational aids.
13. Difficulty in the use of aviation life support or survival equipment not otherwise reportable.
14. Unintentional jettisoning or loss of aircraft parts or externally mounted equipment or stores.
15. Lightning strike.

6002. NEAR MID-AIR COLLISION. A Near Mid-Air Collision can be said to have occurred when, in the opinion of the pilot in command, the safety of an airborne aircraft was jeopardized by the hazardous proximity of another airborne aircraft, not a member of the same flight. The following criteria are applicable in determining a hazardous proximity:

1. A situation where collision avoidance was due to chance, rather than an act on the part of the pilot, or;
2. An occurrence which may have resulted in a collision if no action had been taken by either pilot, or;
3. A situation involving an estimated miss distance of less than 500 feet.

6003. IN-FLIGHT PHYSIOLOGICAL EPISODE. An In-Flight Physiological Episode can be considered to have occurred whenever any of the following in-flight conditions exists without a defined Naval Aircraft Mishap:

1. Proven or suspected hypoxia.
2. Carbon monoxide poisoning or other toxic exposure.
3. Hyperventilation.
4. Spatial disorientation or distraction resulting in an unusual attitude.
5. Loss of consciousness for any reason.

6. Other physiological, behavioral, pathological or physical problems which become manifest during flight.

6004. NOTIFICATION OF AMB. In order to determine the severity of a hazard the Senior Member of the AMB and the Aviation Safety Officer must be notified. If the hazard is determined to be severe, then a recall of the entire AMB will be required for the purpose of investigating the hazard and issuing a report within 24 hours. Routine hazards will be handled on the next working day.

6-4

PRE-MISHAP PLAN6005

6005. NON-PRIVILEGED STATUS. Hazard reports are not privileged. Care should be taken to avoid giving any impression that Hazard Reports are privileged; they exist solely for the purpose of safety. The only restriction on their use is For Official Use Only. Personnel identifiers such as a name or SSN shall not be included in Hazard Reports.

6006. REPORTING

1. Type Format. The following formats as found in Chapter 3 of reference (a) apply to Hazard Reports:

HAZARD REPORT (general format)

BIRD STRIKE (generic format)

NEAR MID-AIR COLLISION (special format)

IN-FLIGHT PHYSIOLOGICAL EPISODE (special format)

2. Deadlines. All reports of hazards with a severe risk assessment code should be submitted within 24 hours of detection. All other reports of hazards should be submitted within 30 days of detection.

3. A shell for each of the Hazard Report Formats is contained on the Diskette located in the ODO's folder. The following also apply to Hazard Reports:

a. Are "For Official Use Only".

b. Are normally unclassified. If any portion warrants classification, that information shall be omitted and the word "CLASSIFIED" submitted. If a meaningful report cannot be submitted in this fashion, a classified report may be submitted.

c. Are priority messages for severe risk assessment codes.

d. Are routine messages for routine risk assessment codes.

e. Are exempt from Minimize.

f. Are serialized sequentially by type within the fiscal year.

6-5

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6-6
PRE-MISHAP PLAN

APPENDIX A

INITIAL MISHAP CHECKLIST

1. ODO/SDO: Do not attempt to do this all by yourself. Pull out the Tabs and assign them to available personnel.

<u>DONE</u>	<u>TIME</u>	<u>ACTION</u>	<u>TIME LIMIT</u>	<u>TAB</u>
() _____		Mishap Notification	Immediate	1
() _____		Mishap Verification	Immediate	2
() _____		Overdue Aircraft	Immediate	3
(if required)				
() _____		Start Chronological Log	Immediate	4
() _____		Station Notification	Immediate	5
() _____		Start Mishap Recall	Immediate	6
() _____		Mishap Classification	Immediate	7
() _____		Call in MAG-16 Flash Rpt	5 minutes	8
() _____		Get Weather Observation	30 minutes	9
() _____		Call in Safety Center Mishap	60 minutes	10 Phone Report (Class A only)
() _____		Key Personnel begin chklst	ASAP	11
() _____		Post Security Force	ASAP	12
() _____		Brief on-board personnel	ASAP	13
() _____		Notify HAZMAT O	ASAP	
(if required)				
() _____		Initial MR Message	4 hours	
(Class A&B)				
() _____		Confirm OPREP-3 report	4 hours	

- submitted (if deployed)
() _____ FAA Phone Report 4 hours
(if required)
() _____ 1st Amended MR Message 24 hours
(A&B)

2. Go back through all Tabs and ensure proper completion. A-1
PRE-MISHAP PLAN

APPENDIX A
TAB 1

MISHAP NOTIFICATION

1. DATE/TIME OF CALL _____
2. CALLER'S NAME _____
3. CALLER'S PHONE _____
4. CALLER'S ADDRESS _____
5. WAS CALLER AN EYEWITNESS? YES/NO
6. TIME AND LOCATION OF MISHAP (Road, Map, Landmarks, etc.)

7. HOW MANY AIRCRAFT WERE INVOLVED? _____
8. TYPE AND DESCRIPTION OF AIRCRAFT, SIZE AND MARKINGS _____

9. WAS FIRE INVOLVED? YES/NO
10. IS FIRE TRUCK ON SCENE? YES/NO; HAS ONE BEEN CALLED? YES/NO
11. EXTENT OF INJURY TO PERSONNEL _____

12. HOW MANY PEOPLE? _____
13. HAS MEDICAL AID BEEN SUMMONED? YES/NO
14. HAVE PERSONNEL BEEN REMOVED TO A HOSPITAL? YES/NO
15. IF IN A HOSPITAL: WHERE? _____
CURRENT CONDITION OF CASUALTIES:
DIAGNOSIS _____
PROGNOSIS _____
16. EXTENT OF INJURY TO CIVILIAN PERSONNEL? _____

17. EXTENT OF DAMAGE TO AIRCRAFT? _____

A-1-1

PRE-MISHAP PLAN

APPENDIX A
TAB 1
MISHAP NOTIFICATION

18. EXTENT OF DAMAGE TO GOVERNMENT PROPERTY? _____

19. EXTENT OF DAMAGE TO PRIVATE PROPERTY? _____

20. ARE CIVILIAN AUTHORITIES ON THE SCENE? YES/NO WHO? _____

21. CAN YOU STAND BY TO DIRECT SECURITY PERSONNEL? YES/NO _____

22. LOCATION TO MEET AT? _____

23. WITNESSES:

NAME	PHONE NUMBER	LOCATION
------	--------------	----------

_____	_____	_____
-------	-------	-------

_____	_____	_____
-------	-------	-------

24. DESCRIPTION OF MISHAP _____

25. WEATHER AT TIME OF MISHAP _____

26. CAN A HELICOPTER LAND NEAR OR IN THE VICINITY OF CRASH?

YES/NO

27. ANY WIRES/POLES OR OTHER OBSTACLES IN LANDING AREA?

YES/NO

28. DESCRIBE OBSTACLES _____

29. WHOM ELSE HAS BEEN NOTIFIED? _____

30. ASK THE PERSON CALLING TO PRESERVE AND NOT DISTURB WRECKAGE
UNTIL MARINE CORPS REPRESENTATIVES ARRIVE.

_____ SIGNATURE OF PERSON RECEIVING CALL / TIME

A-1-2

PRE-MISHAP PLAN

APPENDIX A

TAB 2

MISHAP VERIFICATION

1. WAS THE CALL A HOAX???
2. CALL BACK TO SEE IF THEY ANSWER.
3. DID THEY? YES/NO
4. BE COURTEOUS, BUT TO THE POINT. STATE THAT ONE OF THE QUESTIONS WAS UNCLEAR AND YOU WOULD LIKE MORE INFORMATION IN THAT AREA (SO THEY WILL NOT BE SUSPICIOUS AS TO WHY YOU CALLED BACK).
5. IF YOU SUSPECT A HOAX, CONTINUE, BUT INFORM THE ASO/SENIOR MEMBER OF THE AIRCRAFT MISHAP BOARD OF YOUR SUSPICIONS.
6. SECURE ONE PHONE FOR INCOMING CALLS, THE SAFETY/NATOPS PHONE IS A GOOD PHONE FOR THIS. ENSURE NO OUTGOING CALLS ARE MADE ON THIS LINE.

A-2-1

PRE-MISHAP PLAN

APPENDIX A
TAB 3

OVERDUE AIRCRAFT PROCEDURES

Upon notification of an overdue aircraft (30 minutes past ETA) the ODO/SDO shall:

1. If notification is received from squadron personnel, list all pertinent information concerning the flight.

Acft type: _____

Buno: _____

Modex: _____

Call Sign: _____

Pilot: _____

Estimated time of return: _____

Operating area: _____

Remarks: _____

2. Contact Station Operations immediately, EXT. 4277, and declare the aircraft overdue. Speak only with the Operations Officer (or, in his absence, the Senior Marine present). Request that a radio search with approach control be initiated. If radio contact cannot be established declare the aircraft as missing and request that Station activate the crash alarm notifying all stations of missing aircraft.

3. If an aircraft is determined to be missing, proceed under the assumption that an aircraft mishap has occurred and continue with the Aircraft Mishap Checklist located in this appendix.

APPENDIX A
TAB 4

CHRONOLOGICAL LOG

1. The ODO/SDO must maintain a chronological log of phone calls, events and actions taken by him and those assisting him.

Date/Time	By whom	Event
/		
/		
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/		

TAB 5

STATION NOTIFICATION

1. Call the MCAS Miramar Station ODO (x4277) and provide the following information:
 - a. Mishap Location
 - b. Aircraft Type
 - c. Bureau Number
 - d. Modex
 - e. Souls on Board
 - f. Nature of Mishap (if known)
 - g. Extent of Injuries (if known)
 - h. Point of Contact and phone number
2. Ensure that the following agencies are placed on alert or in action (as required). Call those which will not be. The Station ODO should notify the first three agencies listed below. Verify this information with him or her. As the Squadron ODO, you will be responsible for contacting the other agencies if the situation dictates.
 - a. Miramar Crash Crew x6912 DISPATCHER x6494 OIC x6497
 - b. Miramar Fire Dispatcher x4059
 - c. Flight Clearance x4981
 - d. Miramar Branch Clinic x4656/4655
 - e. Explosive Ordnance Disposal x6036/6040
 - f. PMO Dispatcher x1213/Desk Sergeant x4068
 - g. Miramar Photo Lab x1891 (DWH) / Call PMO ask for duty pager # (AWH)
 - h. Joint Public Affairs x6000/6648 or 24hrs/day (619) 920-0836
3. Notify appropriate local law enforcement agency by dialing 9911.

A-5-1
PRE-MISHAP PLAN

APPENDIX A
TAB 6

SQUADRON MISHAP RECALL

1. During working hours, send a runner to get or call the personnel listed below. Personnel with asterisk (*) should get called first to ensure that the entire mishap plan is activated.

<u>BILLET</u>	<u>HOME PHONE</u>	<u>TIME</u>	<u>PERSON RECEIVING CALL</u>
---------------	-------------------	-------------	------------------------------

CO

BEEPER/CELLPHONE

XO

BEEPER/CELL PHONE

OPSO(AMB)

ASO (AMB)

DOSS

AMO

(GO TO TAB 7 AND FINISH RECALL LATER)

FLT SURGEON (AMB)

S-1 O (Death or Serious Injury)

CHAPLAIN (Death or Serious Injury)

S-4 O (For logistic support)

ALT SENIOR MEMBER (AMB)

ALT OPS MEMBER

(If OPSO unavailable)

ALT MAINT MEMBER

(If AMO unavailable)

SGT MAJ _____

2. This list will be updated on a monthly basis by the ASO.

***SEE PRE-MISHAP PLAN BINDER ON SDO/ODO DESK FOR CURRENT BILLET
HOLDERS AND RECALL PHONE #S ***

A-6-1

PRE-MISHAP PLAN

APPENDIX A

TAB 7

INJURY CLASSIFICATIONS

1. Injury classifications are defined below. For reporting purposes the defined injuries are fatal injury, permanent total disability, permanent partial disability, lost workday, lost at sea and missing/unknown.

a. Fatal Injury. An injury which results in death from a mishap or the complications arising therefrom, regardless of the length of time intervening between the mishap and a subsequent death.

b. Permanent Total Disability. Any nonfatal injury which, in the opinion of competent medical authority, permanently and totally incapacitates a person to the extent that they cannot follow any gainful occupation. In addition, the loss of, or the loss of use, of both hands, or both feet, or both eyes, or a combination of any of these body parts as a result of a single mishap will be considered as a permanent total disability.

c. Permanent Partial Disability. An injury which does not result in death or permanent total disability but, in the opinion of competent medical authority, results in permanent impairment or loss of any part of the body, the loss of the great toe, the thumb, or an unrepairable inguinal hernia, with the following exceptions:

- (1) Teeth;
- (2) The four smaller toes;
- (3) Distal phalanx of any finger;
- (4) Distal two phalanges of the little finger;
- (5) Repairable hernia;
- (6) Hair, skin, nails, or any subcutaneous tissue.

d. Lost Workday Injury. An injury which does not result in death, permanent total disability or permanent partial disability, but which results in one or more lost workdays (not including the day of injury). Lost Workday level injuries are further divided into major and minor categories:

A-7-1

PRE-MISHAP PLAN

INJURY CLASSIFICATION (CONT)

(1) Major Injury. A nonfatal injury which does not result in permanent total disability or permanent partial disability but which results in five or more lost workdays and requires

admission to a hospital or quarters, or a combination of both, for five or more days. It also includes any of the following regardless of hospital status:

- (a) Unconsciousness for more than five minutes due to head injury;
- (b) Fracture of any bone, except simple fracture of the nose or phalanges;
- (c) Traumatic dislocation of major joints or internal derangement of the knee;
- (d) Moderate to severe lacerations resulting in severe hemorrhage or requiring extensive surgical repair;
- (e) Injury to any internal organ;
- (f) Any third degree burns, or any first or second degree burns (including sunburn) over five percent of the body surface.

(2) Minor Injury. An injury less than major which results in one or more lost workdays.

- (a) First Aid Injury. An injury requiring minimal treatment or no treatment and not resulting in a lost workday.
- (b) No injury.
- (c) Lost at sea.
- (d) Missing/unknown.

NOTE: Lost at sea and missing/unknown injuries equate to fatality for mishap severity level classification.

A-7-2
PRE-MISHAP PLAN

APPENDIX A TAB 7A

MISHAP CATEGORIES

A-7A-1

PRE-MISHAP PLAN

APPENDIX A
TAB 7B

MISHAP SEVERITY CLASSIFICATION

A-7B-1

PRE-MISHAP PLAN

APPENDIX A
TAB 8

MAG-16 FLASH REPORT

Group Receiver:_____ Time:_____ Date:_____

Unit Sender:_____ Sqd:_____ Ext:_____ Sign:_____

Aircraft Incident

☐ Airborne Emergency ☐ Flight Related
☐ Near Mid Air ☐ Flight Mishap
☐ Bird Strike ☐ FOD
☐ Dropped Object(TFOA) ☐ Ground Emerg
☐ ACFT Ground Mishap ☐ Fuel Spill
☐ Other

Time and Date of Incident:_____

General Location:_____ Lat/Long:_____

Personnel Data (AIRCREW):

<u>Last Name</u>	<u>Initials</u>	<u>Rank</u>	<u>SSN</u>	<u>DOB</u>	<u>Unit</u>
------------------	-----------------	-------------	------------	------------	-------------

1. _____
2. _____
3. _____
4. _____

Narrative: _____

Requires: Follow-up__ Sqdn Msg __

Personnel Injury:_ None_ Minor_ Moderate_ Major_ Death __Unknown
Extent:_____

A-8-1

PRE-MISHAP PLAN

MAG-16 FLASH REPORT (CONT)

ACFT Model:_____ BUNO:_____

Extent of Damage:_____

Equipment Damage: DOD:_____ Non-DOD:_____

Group Notification: DOSS__GDO__ (Squadrons will call DOSS, ext 4534 , during working hours, and the GDO, ext 1779, during Non-working hours.)

Comments/Recommendations: _____

Follow-up: _____

Things Falling Off ACFT (TFOA)

Description: _____

Height: _____ inches

Length: _____ inches

Thickness: _____ inches

Weight: _____ pounds

What area of ACFT did object fall off of? _____

A-8-2

PRE-MISHAP PLAN

APPENDIX A
TAB 9

WEATHER OBSERVATIONS

1. Call MCAS Miramar Weather (x4028 or x1533/1576/1436) and have them give you the weather for the mishap location at the time of the mishap.

a. Station: _____

b. Date/Time of Observation: _____

- c. Cloud Cover: _____
- d. Visibility: _____
- e. Pressure Altitude: _____
- f. Density Altitude: _____
- g. Surface Temperature: _____
- h. Dew Point: _____
- i. Relative Humidity: _____
- j. Temperature Aloft: _____
- k. Freezing Level: _____
- l. Surface Winds: _____
- m. Winds Aloft: _____
- n. Weather Warnings: _____

2. Have them confirm this weather brief with the nearest weather station to the mishap location and call you back.

3. Weather reconfirmed - YES/NO

A-9-1

PRE-MISHAP PLAN

APPENDIX A TAB 10

SAFETY CENTER MISHAP PHONE REPORT

1. This report is only required for Class A mishaps.
2. The phone numbers for the Safety Center are: DSN 564-3520 or (COMM) 804-444-2929. These numbers are to be used only for mishap telephone reports.
3. Provide the following information:

a. Reporting Custodian - HMM-163

b. Aircraft type and Bureau Number _____

c. Mishap Location _____

d. Brief Narrative _____

e. Point of Contact _____, ASO DSN 267-8178/8194/8187

A-10-1

PRE-MISHAP PLAN

APPENDIX A TAB 11

KEY PERSONNEL CHECKLISTS

1. The following pages contain procedures to be followed by key personnel during the first 24 hours following a mishap.
2. As key personnel arrive, they should get a copy of their appropriate checklist. AMB members should also get a folder from the mishap investigation kit.

3. These checklists are duplicates of the checklists contained in each AMB members folder. It is preferable to distribute the AMB members' folder rather than these checklists. These are intended primarily for ease of reference, or as a backup.

4. Some checklists contain items that must be done within the first four hours. The ODO/SDO and his assistant(s) should attempt to execute these steps, until properly relieved. They should notify the appropriate person of the status of any action taken from a Key Personnel Checklist.

5. Record who received each checklist:

- a. Commanding Officer _____
- b. Senior Member _____
- c. Operations Member _____
- d. Maintenance Member _____
- e. Aviation Safety Member _____
- f. Flight Surgeon _____
- g. Senior S-1 Person _____
- h. Senior S-3 Person _____
- i. Senior S-4 Person _____
- j. Senior Safety/NATOPS Person _____
- k. Senior Maintenance Person _____

l. Sergeant Major _____

A-11-1

PRE-MISHAP PLAN

APPENDIX A TAB 11A

COMMANDING OFFICER'S CHECKLIST

1. Initially the Commanding Officer will make a call to the MAG-16 Commanding Officer. He will then organize a team to assist him in the notification of next of kin, consisting of:

- a. Commanding Officer
- b. Chaplain

- c. Medical Officer
- d. Close friend/Squadron mate of deceased/injured personnel
- e. Any personnel requested in the deceased's OQR/SRB

2. The following checklist provides the Commanding Officer with a checklist to ensure appropriate and timely action in the event of an aircraft mishap. Those personnel assigned the responsibility of completing required reports shall ensure the Commanding Officer is informed as to the status and completion of such reports. In the event of an aviation mishap involving death, serious injury, extensive damage to government property or the possibility of a claim by or against the government, a JAG Manual Investigation will be initiated in addition to the AMB's Mishap Investigation. The reports are as follows:

<u>INIT</u>	<u>REPORT TITLE</u>	<u>TIME LIMIT</u>	<u>REFERENCE</u>	<u>RESPONSIBLE</u>
___	Notify Next of Kin	Immed	MCO P3040.4_	CO
___	Casualty Report	Immed	MCO P3040.4_	S-1
___	Overdue Aircraft Rpt	Immed	SqdnO P3750.1_	ODO
___	Mishap Flash Report	5 min	WgO P5100.1_	ASO,ODO
___	Telephone Mishap Rpt	60 Min	OPNAV 3750.6_	ODO
___	Engine Transaction Report 13700.9_	ASAP	COMNAVAIRPAC	AMO

A-11-2

PRE-MISHAP PLAN

COMMANDING OFFICER'S CHECKLIST (CONT)

<u>INIT</u>	<u>REPORT TITLE</u>	<u>TIME LIMIT</u>	<u>REFERENCE</u>	<u>RESPONSIBLE</u>
___	HAZMAT Officer notified in event of a spill	ASAP	OPNAV 4790.2_	HAZMATO/ ASO
___	Appoint JAG Invest	4 hrs	JAGINST 5800.7_	CO
___	Initial Mishap Rpt	4 hrs	OPNAV 3750.6_	ASO,ODO (Class A & B)
___	OPREP-3 report	4 hrs	OPNAV 3100.6_	ASO/Host Station

(when deployed)

____ Telephone Rpt to FAA 4 hrs OPNAV 3750.6_ ASO,ODO

____ Acft Status Change By 2400 COMNAVAIRPAC AMO
Report day of mshp 5442.2_

____ Initial Mishap Rpt 24 hrs OPNAV 3750.6_ ASO,ODO (Class C)

____ 1st Amended Mishap 24 hrs OPNAV 3750.6_ ASO Rpt (Class A & B)

____ Request for EI 24 hrs OPNAV 4790.2_ AMO

____ Request for salvage 24 hrs OPNAV 4790.2_ ASO,AMO

____ Message to FAA 24 hrs OPNAV 3750.6_ ASO,ODO ,SDO

____ Letter of Condolence 72 hrs MCO P3040.4_ CO

____ Rescue Report 7 days NWP 37-1 AMB

____ MIR 30 days OPNAV 3750.6_ AMB

____ JAG Investigation TBD JAGINST 5800.7_ APPT. OFFICER

____ CO Endorsement on 15 days OPNAV 3750.6_ CO
MIR after MIR
release

A-11-3

PRE-MISHAP PLAN

APPENDIX A TAB 11B

SENIOR MEMBER CHECKLIST

1. Proceed to the ready room and take charge of the investigation.
2. Coordinate logistics and security with the logistics officer.
3. Ensure that the Mishap Plan is proceeding as required.
4. Impound all records listed in Tabs 11H, 11J, and 11K.
5. Act as central clearing house for information.
6. Collect all records generated by the ODO/SDO in the execution of the Mishap Plan.

7. Arrange for services of photographer for earliest possible photography.
8. Arrange for the support of a surveyor.
9. Direct efforts of AMB members and ensure their active participation in the investigation and completion of all tasks assigned.
10. When required, make recommendations to the appointing authority concerning the augmentation of the AMB or changes to the membership.
11. Keep the Commanding Officer posted as to the progress of the investigation.
12. Release the initial Mishap Report message within 4 hours for a Class A or B and 24 hours for a Class C.
13. Release the FAA Message (if required) within 24 hours.
14. Ensure that names of all witnesses are passed to the JAG Investigator in a timely manner. Ensure that the JAG Investigator is aware of his reciprocal responsibility.
15. Ensure HAZMAT Officer is notified in the event of a spill.

A-11-4

PRE-MISHAP PLAN

APPENDIX A TAB 11C

OPERATIONS MEMBER CHECKLIST

1. Report to the scene of the aircraft mishap, unless otherwise instructed by the Senior Member.
2. Take charge of media relations until relieved by JPAO. Intercept attempts to obtain non-releasable information.
3. Identify and obtain initial interviews of on-scene witnesses.
4. Obtain the following:
 - a. Pertinent air operations regulations and flight directives.
 - b. Data regarding mission, flight briefing, flight plans, flight attitude, flight track and phase of flight. (Tab 11H of Appendix A)

- c. Report on navigation and airfield facilities involved.
 - d. Report on any flight rule violation.
 - e. Record of all radio communication of the flight.
- 5. Provide each member of the AMB with suitable charts of the mishap site and flight path.
 - 6. Assist in any other areas as the Senior Member directs.
 - 7. Assist the ASO as necessary.

A-11-5

PRE-MISHAP PLAN

APPENDIX A TAB 11D

AIRCRAFT MAINTENANCE MEMBER CHECKLIST

- 1. Report to the scene of the aircraft mishap unless otherwise instructed by the Senior Member.
- 2. Bring an Illustrated Parts Catalog and any other appropriate Maintenance Instructions. A QAR may be useful, but remember that he is neither a board member nor is he privy to board deliberations.
- 3. Examine the mishap scene with the Aviation Safety Member for the following:
 - a. Controls
 - b. Extremities (possible mid-air)
 - c. Airframe surfaces for fire, leaks, ruptures, flow patterns, fuel, oil, hydraulic systems lines, plumbing, tanks, gaskets, seals, strainers, sumps, etc..

- d. Cockpit
 - e. Escape hatches
 - f. Rotors
 - g. Accessories
 - h. Engines
 - (1) Compressor Case Section
 - (2) Turbine Case Section
 - (3) Accessory Section
 - i. Dynamic Components
4. Obtain fuel from each tank, oil from each engine and gearbox, and hydraulic fluid samples.
 5. Supervise the tagging of all parts.
 6. Note damage, to distinguish from possible subsequent damage by the recovery crew.

A-11-6

PRE-MISHAP PLAN

AIRCRAFT MAINTENANCE MEMBER CHECKLIST (CONT)

7. Coordinate with the Aviation Safety Member in preparing EI requests and/or other messages required by reference (c) for submission to the Senior Member.
8. Prepare requests for recovery of the wreckage and for space to make a wreckage layout or airframe buildup if necessary.
9. Carry out all other instructions as directed by the Senior Member.

A-11-7
PRE-MISHAP PLAN

APPENDIX A
TAB 11E

AVIATION SAFETY MEMBER CHECKLIST

1. Report to the scene of the mishap with the mishap investigation kit unless instructed otherwise by the Senior Member. Bring a video camera if available.
2. Ensure that the wreckage is not moved.
3. Make an initial walk-through.
4. Identify hazards and mark them.
5. Take initial Polaroid and video photographs of the wreckage and area and supervise subsequent photography.
6. Prepare initial wreckage diagrams and sketches.
7. Assume the duties of the other members not present, until relieved.

8. Assist the Operations member in identifying and obtaining initial witness statements and arrange for translator service, if required.
9. Act as recorder for the AMB and perform the following:
 - a. Ensure timely submission of all safety reports.
 - b. Take accurate notes on all board meetings.
 - c. Assemble and present the final report for the Senior Member.
10. Prepare the Initial and First Amended Mishap Reports for the Senior Member's release within the allotted deadlines as per reference (a).
11. Ensure OPREP-3 report has been submitted via host station if deployed.
12. Carry out all other instructions as directed by the Senior Member of the AMB.

A-11-8

PRE-MISHAP PLAN

APPENDIX A TAB 11F

FLIGHT SURGEON CHECKLIST

1. If there are survivors, proceed to their location.
2. If there are no survivors, proceed to the location of the remains.
3. If unknown, report to the scene of the mishap.
4. Supervise the treatment and handling of any injured personnel and attempt to prevent further injury.
5. Conduct initial medical examinations, including collection of required biological samples.
6. Obtain aircrew/survivor statements.
7. Construct 72 hour histories.
8. Ground all involved aircrew.

9. Impound medical and dental records.
10. Impound all flight equipment.
11. Determine injury codes.
12. Photograph all fatalities before movement.
13. Effect liaison with civil authorities/coroner concerning remains.
14. Notify Naval Safety Center and AFIP of location of remains.
15. Attend autopsy, ensure appropriate biological samples are obtained.
16. Conduct liaison with civilian medical personnel and facilities if crew/passengers have been treated by them.
17. Investigate the adequacy and functioning of survival equipment in the crash and post crash situation.
18. Examine escape hatches for adequacy and functioning.

A-11-9
PRE-MISHAP PLAN

FLIGHT SURGEON CHECKLIST (CONT)

19. Request via the Senior Member assistance from an AMSO or AFIP, as required.
20. Carry out all other instructions as directed by the Senior Member.

A-11-10

PRE-MISHAP PLAN

APPENDIX A TAB 11G

S-1 CHECKLIST

1. Confirm identity of deceased or seriously injured personnel and circumstances surrounding mishap. Obtain the following information for each deceased or injured person:
 - a. Name, rank, SSN
 - b. Time, place and cause of death
2. Obtain OQR/SRB and check RED and BIR/BTR for pertinent NOK information.
3. Notify squadron CACO and assist in the notification of:
 - a. MAG-16 Adjutant (DWH x6593)
 - b. MAG-16 GDO (AWH x1779)
 - c. Duty Chaplain (x1662) --Ask GDO to contact after hours
 - d. Command Duty Officer (DWH/AWH x1141)

4. Release Personal Casualty Report (PCR) message to HQMC within 24 hrs (IAW Marine Corps Casualty Procedures Manual Appendix A).
5. Release message confirming notification of next of kin by personal condolence visit.
6. Close out OQR/SRB.
7. Run Unit Diary entries.
8. Assist the CO in preparation of condolence letter.
9. Ensure payment of Death Gratuity.
10. Prepare travel orders for AMB members if required.

A-11-11

PRE-MISHAP PLAN

APPENDIX A TAB 11H

S-3 CHECKLIST

1. If mishap is off base, have airborne aircraft recalled and prepared for transporting passengers to the crash site.
2. Obtain all of the following: Flight Logbooks and Training Jackets of all crewmembers involved in flight, original and corrected flight schedule for the day, filed flight plans, load computation forms, ORM worksheets, copies of recent flight schedules and NAVFLIRs concerning the mishap crew and aircraft.
3. Fill in the following information:
 - a. Name/Rank/Designation/SSN: HAC: _____
 COPILOT: _____

HAC
COPILOT
 - b. Primary duties: _____
 - c. Collateral duties: _____
 - d. Total pilot hours: _____
 - e. Hours in model: _____ (7) _____
 (total, last 7, _____ (30) _____
 30, 60, 90 days) _____ (60) _____
 _____ (90) _____

f. Instrument hours: _____ (30) _____
(last 30, 60, 90 days) _____ (60) _____
_____ (90) _____

g. Night hours: _____ (30) _____
(last 30, 60, 90 days) _____ (60) _____
_____ (90) _____

h. Flight hours: _____ (24) _____
(last 24, 48 hours) _____ (48) _____

i. NVG hours: _____ (total) _____
(total, last 30, 60, _____ (30) _____
90 days) _____ (60) _____
_____ (90) _____

4. Provide all of the above to the Senior Member of the AMB.

A-11-12
PRE-MISHAP PLAN

APPENDIX A TAB 11I

S-4 CHECKLIST

1. If mishap is on base or within a short driving distance, arrange for ground transportation of the security force and AMB. If it is farther coordinate with the S-3.
2. Designate an officer or SNCO as a security officer, get 4-6 Marines for the security force from the Sergeant Major, Night Crew or the DNCO and complete Tab 12 of this Appendix.
3. Coordinate with 3d MAW to have a cellular phone and video camera at the crash site.
4. In conjunction with the Sergeant Major, arrange a watch schedule.
5. Notify the EDF and arrange for food and water for personnel at mishap site.
6. Notify Marine Corps Property and arrange for all necessary gear and shelter.
7. Arrange for the inventory of personnel effects of any deceased or hospitalized personnel.
8. Ensure HAZMAT Officer is notified in the event of a spill.

A-11-13

PRE-MISHAP PLAN

APPENDIX A
TAB 11J

SAFETY/NATOPS CHECKLIST

1. Obtain the NATOPS Jackets of all Crewmembers involved in flight.
2. Fill in the following information:

a. Name/Rank/Designation/SSN HAC: _____

COPILOT: _____
HAC COPILOT

b. Date designated a Naval
Aviator: _____

c. Age: _____

d. Date commissioned: _____

e. Date of

initial and latest

NATOPS qualification in model: _____

f. Type instrument card/
expiration date: _____ / _____

g. Other aircraft qualified in: _____
(type/hours)

h. Special qualifications: _____
(Mission commander, WTI, etc.)

i. Special training: _____
(WTI, ASO School, etc.) _____

j. Survival training (last date)

(1) Aviation physiology: _____

(2) Water survival/DWEST: _____

(3) SERE/JEST: _____

k. ACT (last training date) _____

l. Date of last Egress Drill _____

3. Provide all of the above to the Senior Member of the AMB as soon as possible.

A-11-14

PRE-MISHAP PLAN

APPENDIX A TAB 11K

MAINTENANCE CHECKLIST

1. Provide all of the following to the Senior Member of the AMB as soon as possible: Aircraft and engine logbooks, Aircraft Discrepancy Book, all copies of outstanding Maintenance Action Forms, and records on all flight equipment checked out to the mishap aircraft.

2. Prepare the following reports:

a. Aircraft Status Change Report by 2400 on the day of the mishap.

b. Engine Transaction Report as soon as possible.

c. Request for Engineering Investigation when required/desired by AMB.

A-11-15

PRE-MISHAP PLAN

APPENDIX A
TAB 11L

SERGEANT MAJOR CHECKLIST

1. Provide personnel for the Security Force.
2. Assist the Commanding Officer as necessary in notification of NOK.

A-11-16

PRE-MISHAP PLAN

APPENDIX A TAB 12

POSTING OF SECURITY FORCE

1. This checklist will be accomplished by the SDO or the S-4 Officer.
2. The initial security force will be comprised of any available personnel. They should be relieved as soon as possible by a better prepared and scheduled security force. This will be coordinated by the S-4 and the Sergeant Major.
3. The Security Officer will be an officer or SNCO for at least the first 72 hours.
4. All personnel should be provided with a copy of the Instructions for Security Force (Tab 12A). The Security Officer will ensure that it is thoroughly understood by all.
5. The Security Officer will bring several copies of the News Media Mutual Cooperation statement (Appendix B) for use as necessary.
6. Ensure all Marines have necessary food/water/clothing prior to departure.

PRE-MISHAP PLAN

APPENDIX A
TAB 12A

INSTRUCTIONS FOR SECURITY FORCE

1. Comply with all General Orders of Sentries and all Special Instructions issued by higher authority.
2. Safeguard life and property, preserve the wreckage and prevent abuse of civil property.
3. Control traffic and maintain a clear lane for emergency vehicles.
4. Allow only authorized firefighting, medical and mishap board personnel access to the accident scene. This access will be granted only after it has been determined that no danger to life exists from fire or explosion of the wreckage. Joint Public Affairs and authorized representatives of the press are allowed access but should first be referred to the Senior Member of the mishap board present.
5. Prohibit smoking in the crash area. There is likely fuel, oil and fluids throughout the area.
6. Record the name, address and telephone number of any witness to the accident and present this information to the Senior Member of the Aircraft Mishap Board present.
7. Use no violence in the performance of these duties. If persuasion is unsuccessful, attempt to discover names, addresses, descriptions and/or automobile license numbers of individuals tampering with the wreckage and present these to the Senior Member of the Aircraft Mishap Board present. Obtain the help of local law enforcement officials if present.
8. DO NOT MOVE OR HANDLE ANY PIECE OF THE WRECKAGE. You may be destroying evidence. Ensure that no portion of the wreckage is disturbed or removed unless

authorized by the Senior Member of the Aircraft Mishap Board. Take all precautions to prevent alteration of any ground marks made by the aircraft.

9. Refer all general public and news media inquiries concerning the accident to the Joint Public Affairs Officer or senior member of the Aircraft Mishap Board present. Security Force personnel are not authorized to give out any information concerning the accident.

10. In the event of questionable activity by reporters or photographers, do not use force to stop them. Call the senior person available to deal with them. Obtain their name and the name of the firm they represent.

A-12-2

PRE-MISHAP PLAN

APPENDIX A TAB 13

BRIEF FOR ON-HAND PERSONNEL

1. All personnel in the squadron area should be briefed as follows (to save time, gather shop supervisors and have them pass the word to the troops):

a. Fill them in on the general situation. Do not release the aircraft or names of personnel involved.

b. Ensure that all personnel are informed that they are not to comment on the accident to anyone, including dependents. Only the Joint Public Affairs Office at MCAS Miramar may release any information concerning the mishap to civilian interests. **UNDER NO CIRCUMSTANCES SHALL INFORMATION INVOLVING THE MISHAP BE PASSED TO ANYONE OUTSIDE OF THE SQUADRON, EXCEPT IN THE CASE OF NECESSITY FOR THE PERFORMANCE OF SEARCH AND RESCUE OPERATIONS!**

c. Personnel should be specifically briefed not to pass any information concerning the mishap to dependents. The dependents' "grapevine" is often far more efficient than the official recall and next-of-kin notification process. It is conceivable that the next-of-kin could receive notification by way of the grapevine before it is possible to notify them by way of official channels. This must be avoided at all costs!

A-13-1
PRE-MISHAP PLAN

APPENDIX B

NEWS MEDIA MUTUAL COOPERATION STATEMENT

In the interest of fostering a good working relation between our organizations, it is requested that you and your associates adhere to certain guidelines. If available, a Marine will be assigned to you as a guide. For your personal safety stay with him, follow his instructions, and get clearance from him before proceeding. He is not allowed to answer questions pertaining to the mishap, so please do not ask. Refer these questions to the Joint Public Affairs Officer, MCAS Miramar, 619-577-6000, after hours 619-920-0836.

Do not pick up or disturb any wreckage, doing so poses a safety hazard to you and may destroy valuable investigative evidence.

You are allowed to take and publish all the photographs desired with two exceptions. Photos of classified material are strictly forbidden. If photos of classified material are taken, the FBI will be informed. Out of respect for those involved and their families, photos of injured or deceased personnel should not be published.

To aid in the investigation, we request that copies or negatives of all photographs taken be sent to:

Commanding Officer
ATTN: Aircraft Mishap Board
HMM-163
MCAS Miramar P.O. BOX 452117
San Diego, CA 92145-2117

Your cooperation is greatly appreciated.

B-1

PRE-MISHAP PLAN

APPENDIX C

AIRCRAFT DETACHMENT COMMANDER CHECKLIST

1. Contact local SAR facility, if required.
2. Ensure that Det Duty Officer is completing Appendix A by making all reports to home base via phone or FAX. The squadron will submit all reports to higher headquarters. Pass any information concerning OPREP-3 reports that may have been sent by the host station.
3. Contact the nearest military installation's station operations office, if not at a station. They should provide all initial support required.
4. Proceed to the mishap site and take command of the site. Coordinate all recovery operations.
5. Transport aircrew to nearest medical facility, regardless of degree of injury. Request an examination which shall include X-rays, blood and urine analysis and examination by a qualified medical officer (preferably a Flight Surgeon).
6. Obtain initial statements from all aircrew and witnesses utilizing Appendix D.
7. Ensure wreckage is not moved until the AMB arrives, unless it poses a threat of further injury or property damage. If it must be moved, ensure photographs are taken prior to and during the move.
8. Take all actions necessary to safeguard personnel and equipment.
9. Obtain a photographer, and photograph the wreckage, site and damaged parts. Utilize paragraph 5003/5004 as a guide.
10. Keep the squadron informed of all actions taken or anticipated.

11. Instruct all crew members to write a 24 hour and 72 hour history statement. The 72 hour statement should include: meals consumed, all periods of rest, physiological and emotional stress. The 24 hour statement should place particular emphasis on preflight briefing, conduct of the flight, emotional or physiological stress. Remind them of the privileged nature of their statements.

C-1

PRE-MISHAP PLAN

12. Standby for the AMBs arrival. With luck they will arrive soon and you will not have to complete all of these steps yourself. On their arrival, provide them with:

- a. Crewmember statements
- b. Witness statements
- c. Photographic evidence
- d. Relevant medical forms
- e. Status of your checklist

C-2

PRE-MISHAP PLAN

APPENDIX D

D-1

PRE-MISHAP PLAN

APPENDIX E

ASO'S MASTER MISHAP CHECKLIST

1. The following checklist should be used by the ASO/Senior Member to ensure all aspects mishap reporting and its investigation are in compliance with references (a) through (k):

<u>DONE</u>	<u>TIME</u>	<u>ACTION</u>	<u>TIME LIMIT</u>	<u>RESPONSIBLE</u>
() _____		MISHAP NOTIFICATION	N/A	ODO
() _____		MISHAP VERIFICATION	IMMEDIATE	ODO
() _____		OVERDUE AIRCRAFT PHONE CALL TO STATION	IMMEDIATE	ODO
() _____		START CHRONOLOGICAL LOG	IMMEDIATE	ODO
() _____		STATION NOTIFICATION	IMMEDIATE	ODO
() _____		START SQDN MISHAP RECALL	IMMEDIATE	ODO
() _____		MISHAP CLASSIFICATION	IMMEDIATE	ODO
() _____		NOTIFY NEXT OF KIN	IMMEDIATE	CO
() _____		CASUALTY REPORT	IMMEDIATE	S-1
() _____		CALL IN MAG-16 FLASH RPT	5 MINUTES	ODO
() _____		COMPLETE SQDN MISHAP RECALL	10 MINUTES	ODO
() _____		GET WEATHER OBSERVATION	30 MINUTES	ODO
() _____		SAFETY CTR PHONE REPORT	60 MINUTES	ODO,ASO

- () _____ KEY PERSONNEL CHECKLIST
TAKEN FOR ACTION (TAB 11) ASAP ODO,ASO
- () _____ POST SECURITY FORCE ASAP SGT MAJ
- () _____ CALL PHOTOGRAPHER ASAP ASO,ODO

E-1

PRE-MISHAP PLAN

ASO MASTER MISHAP CHECKLIST (CONT)

- () __ COORDINATE VEHICLE & ASAP S-4
LOGISTICAL SUPPORT TO SITE
- () __ HAZMAT O NOTIFIED IN ASO,ODO/
THE EVENT OF A SPILL ASAP HAZMATO
- () __ VIDEO CAMERA/CELL PHONE
FROM WING TO CRASH SITE ASAP S-4
- () __ COLLECT NATOPS JACKETS, AND
CREATE A WORK SHEET ASAP NATOPS
- () __ COLLECT TRAINING JACKETS,LOG
BOOKS ROUGH FLT SCHED,ECT. ASAP S-3
- () __ ENGINE TRANSACTION REPORT ASAP AMO
- () __ BRIEF ON-BOARD PERSONNEL 1 HOUR ASO
- () __ INITIAL MISHAP REPORT MSG 4 HOURS ASO
(Class A and B only)
- () __ OPREP-3 report submitted 4 HOURS Host Station
- () __ TELEPHONE REPORT TO FAA 4 HOURS ASO
- () __ APPOINT JAG INVESTIGATOR 4 HOURS CO
- () __ ACFT STATUS CHANGE RPT BY 2400 AMO
DAY OF MSHP
- () __ INITIAL MISHAP REPORT 24 HOURS ASO
(Class C)
- () __ 1ST AMENDED MISHAP RPT

MESSAGE (Class A and B) 24 HOURS ASO

() ___ REQUEST FOR EI 24 HOURS AMO

() ___ REQUEST FOR SALVAGE 24 HOURS ASO,AMO

E-2

PRE-MISHAP PLAN

ASO MASTER MISHAP CHECKLIST (CONT)

() ___ MESSAGE TO FAA 24 HOURS ASO

() ___ LETTER OF CONDOLENCE 72 HOURS CO

() ___ RESCUE REPORT 7 DAYS AMB

() ___ MISHAP INVESTIGATION REPORT 30 DAYS AMB

() ___ REVIEW JAG INVESTIGATION
PRIOR TO ITS RELEASE TBD ASO

() ___ CO'S ENDORSEMENT ON MIR 7 DAYS CO
AFTER MIR
RELEASED

Supplement to CSFWPINST 3750.1A

Use for guidance only. Timeline info may not be up to date. See referenced instructions for latest guidance.

SQUADRON PERSONNEL POST-MISHAP RESPONSIBILITIES

1. This enclosure contains individual responsibility lists for various squadron personnel who will be involved with mishap investigations and reporting.
2. If the Aviation Safety Officer is not present, **assign someone** to pass out the individual Responsibility Sheets to the appropriate individuals.
3. **Return to the Post-Mishap Emergency Action Checklist and proceed.**

Supplement to CSFWPINST 3750.1A

Use for guidance only. Timeline info may not be up to date. See referenced instructions for latest guidance.

COMMANDING OFFICER MISHAP RESPONSIBILITIES

1. In the event of a mishap involving a fatality or serious injury, the following personnel will coordinate efforts and proceed to the primary/secondary next-of-kin's residence(s) (PNOK/SNOK), if local, as soon as possible to provide notification. (At a minimum, a Chaplain and a Casualty Assistance Calls Officer (CACO) nearest the PNOK's location must notify the PNOK within twenty-four (24) hours of the mishap).

a. Commanding Officer (CO) (or Executive Officer in the CO's absence).

b. CACO

c. Chaplain

d. Close friend

e. Medical Officer

f. Other available personnel specified in the individual's personal data file.

2. Direct one person in the above group to contact the Squadron Duty Officer and have them inform the Admin Officer that all PNOK/SNOK have been notified.

3. Determine if it is impractical for the squadron to investigate the mishap, for whatever reason. If this is the case, request relief from investigative and reporting responsibilities from AIRPAC in the initial or an amended Mishap Report.

4. Appoint an Aircraft Mishap Board (AMB) per reference (b) paragraph 206. Direct the Admin Department to issue appointment letters.

5. Initiate a JAG Manual Investigation in all cases where death or serious injury, extensive damage to property occurs or where a possible claim against the government exists. **IN NO CASE MAY AN AMB MEMBER BE TASKED TO CONDUCT A JAG MANUAL INVESTIGATION FOR THE SAME MISHAP THE AMB IS INVESTIGATING.**

6. Within 24 hours after a major accident in CONUS, present a briefing to the Senior Commander present. The briefing will include, but is not limited to the following:

Supplement to CSFWPINST 3750.1A

Use for guidance only. Timeline info may not be up to date. See referenced instructions for latest guidance.

a. Accident

Reporting Custodian:	Date:
BUNO:	Model:
	Pilot:

b. General Description of the Mishap:

- (1) Damage/injury to other than military property/personnel.
 - (2) Planning and preparation conducted for the mission.
 - (3) State of training of all persons involved in the mishap for the mission assigned.
 - (4) Possible material/maintenance factors, including performance of maintenance personnel.
 - (5) Pilot/LSO performance.
 - (6) Supervisory performance. (This is most important in the flag officers briefing).
 - (7) Diagrams, charts and other items deemed appropriate.
7. Maintain liaison with COMNAVAIRPAC, COMCARAIRWING NINE, COMSTRKFIGHTWINGPAC and other higher authority as required.
8. The following is a chronological list of all reports that the squadron will be required to complete.

MESSAGE/REPORT notified)

DEADLINE (from time

OPREP-3 Voice Report	0+05 (Class A or Class B)
OPREP-3 Message Report	0+20 (Class A or Class B)
Lost Material Report	ASAP (Class A)
NAVSAFECEN phone report	1+00 (Class A or Class B)
Press release	1+00 (when press interest is expected)

Supplement to CSFWPINST 3750.1A

Use for guidance only. Timeline info may not be up to date. See referenced instructions for latest guidance.

PNOK/SNOK telephone report to BUPERS Upon receiving confirmation that Casualty Section PNOK/SNOK have been notified.

PNOK/SNOK Notification Report to that BUPERS notified.	Upon receiving confirmation PNOK/SNOK have been
--	---

Casualty Report	4+00 (Class A)
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FAA notification message	4+00 (when civil/commercial aircraft or facilities are involved)
--------------------------	--

Initial Mishap Report	4+00 (Class A or Class B)
-----------------------	---------------------------

SORTS message	4+00 (all mishaps)
---------------	--------------------

Base Environmental Division notification	4+00 (for HAZMAT spills)
--	--------------------------

Engine Transaction Report	NLT 1200 local of the day following the mishap (Class A or Class B).
---------------------------	--

Combined Strike/X-Ray Equipment Loss Report A)	NLT 2359 local of the day following the mishap (Class A)
--	--

HMRs, QDRs, TPDRs	24+00 (all mishaps)
-------------------	---------------------

Senior Commander briefing	24+00 (Class A or Class B)
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First amended Mishap Report	24+00 (Class A or Class B)
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Initial Mishap Report	24+00 (Class C)
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CO's letter to Next-of-Kin	48+00 (Class A)
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HAZREPs	1 to 7 days (all mishaps)
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Mishap Investigation Report	30 Days (all mishaps)
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Supplement to CSFWPINST 3750.1A

Use for guidance only. Timeline info may not be up to date. See referenced instructions for latest guidance.

OPERATIONS OFFICER MISHAP RESPONSIBILITIES

1. Immediately secure and submit the following items to the Aviation Safety Officer (ASO) or the Aircraft Mishap Board (AMB) Senior Member.
 - a. The original flight schedule for the date of the mishap, **plus any changes** made during the day. The words "Certified To Be A True Copy" will appear on it along with your signature.
 - b. Aviator Flight Log Books for each member involved in the mishap.
 - c. A copy of the DD Form 175 (Military Flight Plan) or DD Form 1801 (International Flight Plan) and the DD Form 175-1 (Weather Briefing) if available.
 - d. A completed OPNAV 3752/12, Aircrew Data Form (S/N 0107-LF-037-5260).
2. Transmit a SORTS message as soon as feasible but no later than four (4) hours after a major aircraft mishap.
3. Notify the FAA within four (4) hours by telephone and message per OPNAVINST 3750.16 (series) (FAA/NTSB Participation in Military Aircraft Mishaps) if operating ashore and an FAA/civil facility and/or a civil/commercial aircraft is involved in the mishap,. See TAB M of Enclosure (3).
4. Coordinate and schedule the necessary logistic flight to support the AMB if the mishap site is not in the local area.
5. Remove AMB members from flying duties until otherwise notified by the AMB Senior Member.
6. Ensure a Lost Material Report is submitted per the CMS-4K (Communications Security Material System (CMS) Manual) if any CMS material is lost or destroyed as a result of the mishap.
7. Coordinate with the Admin Department to establish funding for the mishap investigation through COMSTRKFIGHTWINGPAC Supply (normally) as required.
8. Ensure the Assistant Operations/Training Officer, the Communications Officer, the Training Officers and Landing Signals Officers are available and are provided full cooperation in the completion of their assigned tasks.

Supplement to CSFWPINST 3750.1A

Use for guidance only. Timeline info may not be up to date. See referenced instructions for latest guidance.

9. Complete OPNAV Form 3750/25 (MIR Enclosure Form 9) for each crew member as appropriate. Submit this form and all other required paperwork to the AMB within five (5) days following the mishap.
10. Assist the AMB as directed.

Supplement to CSFWPINST 3750.1A

Use for guidance only. Timeline info may not be up to date. See referenced instructions for latest guidance.

TRAINING/ASSTISTANT OPERATIONS OFFICER MISHAP RESPONSIBILITIES

1. Upon being notified of the mishap, secure and submit the following items to the Aviation Safety Officer (ASO) or the Aircraft Mishap Board (AMB) Senior Member.
 - a. Training jackets for the applicable aircrew involved in the mishap.
 - b. If not part of the training jacket, all evaluation/debrief sheets for all aircrew involved in the mishap.
 - c. A copy of the squadron training instruction and/or the aircrew training syllabi.
2. Be prepared to discuss the entire training syllabus with the AMB at length.
3. If required by the squadron Safety Officer, proceed to the mishap site to assist in locating and interviewing witnesses. Ensure you have a tape recorder, pencil and paper and copies of the witness statement form (available from the Squadron Duty Officer). Report to the ASO or the AMB Senior Member upon arrival at the scene.
4. Assist the AMB as directed.

Supplement to CSFWPINST 3750.1A

Use for guidance only. Timeline info may not be up to date. See referenced instructions for latest guidance.

COMMUNICATIONS OFFICER MISHAP RESPONSIBILITIES

1. Monitor the status of OPREP-3 reports. Ensure the Commanding Officer and the Squadron Duty Officer (SDO) are aware of the time limits and requirements for initial and follow-up reports.
2. Assist the SDO, Aviation Safety Officer, AMB Senior Member, Admin Officer and Maintenance Officer in preparing required reports and ensure such reports are released under the appropriate time limits.
3. Maintain separate incoming/outgoing files for mishap related messages. Place clean copies of all outgoing and incoming messages relating to the mishap into the respective files. Maintain log sheets listing the subject, originator and date/time group of all such messages.
4. Assist the Aircraft Mishap Board as directed.
5. The following is a chronological list of all messages that the squadron will be required to transmit.

<u>MESSAGE/REPORT</u> notified)	<u>DEADLINE</u> (from time
OPREP-3 Report	0+20 (Class A or Class B)
SITREP Report	0+20 (Class C)
Lost Material Report	ASAP (Class A)
Press Release	1+00 (when press interest is expected)
PNOK/SNOK Notification Report to that BUPERS notified.	Upon receiving confirmation PNOK/SNOK have been
Casualty Report	4+00 (Class A)
FAA Notification Message	4+00 (when civil/commercial aircraft or facilities are involved)
Initial Mishap Report	4+00 (Class A or Class B)
SORTS Message	4+00 (all mishaps)

Supplement to CSFWPINST 3750.1A

Use for guidance only. Timeline info may not be up to date. See referenced instructions for latest guidance.

Engine Transaction Report	NLT 1200 local of the day following the mishap (Class A or Class B).
---------------------------	--

Combined Strike/X-Ray Equipment Loss (Class A)	NLT 2359 local of the day Report following the mishap
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First amended Mishap Report	24+00 (Class A or Class B)
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Initial Mishap Report	24+00 (Class C)
-----------------------	-----------------

MESSAGE/REPORT

DEADLINE (from time notified)

HMRs, QDRs, TPDRs	24+00 (all mishaps)
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HAZREPs	1 to 7 days (all mishaps)
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Mishap Investigation Report	30 Days (all mishaps)
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Supplement to CSFWPINST 3750.1A

Use for guidance only. Timeline info may not be up to date. See referenced instructions for latest guidance.

LANDING SIGNALS OFFICER MISHAP RESPONSIBILITIES

1. Be prepared to discuss the landing and approach competence of the mishap pilot with the Aircraft Mishap Board (AMB) in detail. Be prepared to submit a written report if required.
2. Assist the Aviation Safety Officer (ASO) during the investigation of shipboard mishaps as directed. You may be directed to interview the Catapult and Arresting Gear Officer, CATCC personnel, the Air Officer and Pri-Fly personnel.
3. If personally involved in the mishap as the Landing Signals Officer (LSO), submit a written statement concerning the events leading up to the mishap. Include a separate statement concerning your experience and qualifications as an LSO.
4. Prepare a statement for the AMB describing the operation and limitations of all landing and approach equipment used (e.g., arresting gear, abort gear, Fresnel Lens Optical Landing System, abort gear, over-run gear, etc.).
5. Assist the ASO in obtaining custody of any PLAT tapes of the mishap. The tapes will now be classified CONFIDENTIAL per reference (b) paragraph .
6. Assist the AMB as directed.

Supplement to CSFWPINST 3750.1A

Use for guidance only. Timeline info may not be up to date. See referenced instructions for latest guidance.

SCHEDULES OFFICER MISHAP RESPONSIBILITIES

1. Acquire the master flight schedule for the date of the mishap and have fifteen (15) copies made. (Check with the Aviation Safety Officer before making the copies). Stamp one copy as "Certified To Be A True Copy" and sign it with name, rank and service. Present all copies to the Operations Officer.
2. Deliver the log books for all mishap crew members to the Operations Officer for temporary custody.
3. Assist the AMB as directed.

Supplement to CSFWPINST 3750.1A

Use for guidance only. Timeline info may not be up to date. See referenced instructions for latest guidance.

MAINTENANCE OFFICER MISHAP RESPONSIBILITIES

Prior to a mishap:

1. Act as the Maintenance Department representative on the mishap search/investigation team. Through the Quality Assurance Officer, you are responsible for training a team of maintenance experts that will be concerned with the aircraft wreckage and all facts that can be derived from analysis of the various parts.

Following a mishap:

1. Secure all applicable aircraft log books and maintenance records and submit them to the Aviation Safety Officer (ASO) or the Aircraft Mishap Board (AMB) Senior Member.

2. Prepare and submit the following items and any additional assigned reports to the ASO or the AMB Senior Member within five (5) days following the mishap.

a. Maintenance Officer statement.

b. Maintenance Discrepancy Record.

c. Completed OPNAV 3750/26 (MSIR Enclosure Form 10) for each mishap aircraft.

d. Handbook of maintenance instructions.

e. Illustrated parts breakdown as required.

3. If the wreckage is submerged, coordinate with the AMB to determine if recovery and salvage is feasible. If salvage is possible, assist the ASO in preparing the message request for salvage.

4. Coordinate with technical service personnel to assist the AMB as necessary.

5. Prepare all necessary requests for Planning and Estimating (P&E) and Engineering Investigation services.

6. Ensure a Combined Strike X-Ray/Equipment Loss Report message is submitted per reference (e) not later than 2359 local on the day following the mishap (if applicable).

Supplement to CSFWPINST 3750.1A

Use for guidance only. Timeline info may not be up to date. See referenced instructions for latest guidance.

7. Ensure an Engine Transaction Report message is submitted per reference (m) not later than 1200 local on the day following the mishap (if applicable).

8. Ensure any necessary HMRS, QDRs, or TPDRs are submitted per reference (d) within twenty-four (24) hours following notification of the mishap.

9. Coordinate with members of the AMB and the Maintenance Department to determine if material failure or maintenance practices might be involved and initiate reporting procedures outlined in reference (d).

10. Assist the AMB as directed.

11. The following is a chronological list of all maintenance related reports and messages that the squadron will be required to complete.

<u>MESSAGE/REPORT</u> notified)	<u>DEADLINE</u> (from time
Base Environmental Division notification	4+00 (for HAZMAT spills)
Engine Transaction Report	NLT 1200 local of the day following the mishap (Class A or Class B).
Combined Strike/X-Ray Equipment Loss (Class A)	NLT 2359 local of the day Report following the mishap
HMRS, QDRs, TPDRs	24+00 (all mishaps)

Supplement to CSFWPINST 3750.1A

Use for guidance only. Timeline info may not be up to date. See referenced instructions for latest guidance.

EMERGENCY RECLAMATION OFFICER MISHAP RESPONSIBILITIES

1. If the mishap occurs ashore, the Emergency Reclamation Team will augment the mishap site Security Detail in addition to fulfilling their reclamation and salvage duties.
2. Ensure all Emergency Reclamation Team personnel are wearing leather flight deck boots, long sleeve shirts, long pants and necessary foul weather gear.
3. Obtain leather gloves, surgical gloves and surgical mask for all Emergency Reclamation Team personnel. (Aviation Safety Officer (ASO), Material Control Officer (MCO) or the mishap investigation kit)
4. Ensure all Emergency Reclamation Team personnel are briefed on site safety and other hazards. (ASO, Ground Safety Officer (GSO), Aircraft Mishap Board (AMB) Senior Member or Security Detail Leading Chief Petty Officer/Leading Petty Officer (LCPO/LPO))
5. Ensure all Emergency Reclamation Team personnel are briefed on health and biological hazards. (Flight Surgeon or Corpsman)
6. Have all Emergency Reclamation Team personnel assigned to the Security Detail report to the Security Detail LCPO/LPO for further assignment.
7. Assign the PR/AME emergency reclamation team representative (who is ordinance qualified) to ensure CADS and flares are de-armed. They should also disconnect and remove all oxygen bottles (including the portable walk around bottle and the emergency bottles in each seat). **AVOID DISTURBING ITEMS; MOVE THEM ONLY AS REQUIRED TO MAKE SAFE. ONCE SAFE, DO NOT REMOVE ITEMS UNTIL THEY ARE MARKED, PHOTOGRAPHED, AND INVENTORIED BY THE AMB.**
8. Assist the AMB as directed.

Supplement to CSFWPINST 3750.1A

Use for guidance only. Timeline info may not be up to date. See referenced instructions for latest guidance.

MATERIAL CONTROL OFFICER MISHAP RESPONSIBILITIES

1. Coordinate with the Ground Safety Officer (GSO) and the Flight Surgeon or Corpsman to develop a HAZMAT/HAZWASTE handling plan. Use all available HAZMAT resources (MSDS, instructions, etc.).
2. Coordinate with the GSO to prepare and submit all required HAZMAT reports.
3. Coordinate with COMSTRKFIGHTWINGPAC Safety and the Environmental Division of the military base nearest the mishap site for necessary hazardous material spill notification and clean-up.
4. Coordinate with the First Lieutenant to arrange the following:
 - a. Transportation to/from the mishap site, and around-the-clock duty drivers as required. Consider the terrain of the mishap site when arranging transportation.
 - b. Food, shelter, clothing, flashlights, other logistics and toilet facilities at the site. Ensure all site personnel are properly outfitted.
 - c. Necessary communications equipment to include telephones, cellular telephones and walkie-talkies as required.
 - d. Salvage equipment as necessary. You will likely need to visit the mishap site to determine the equipment required.
5. Assist the Aircraft Mishap Board as directed.

Supplement to CSFWPINST 3750.1A

Use for guidance only. Timeline info may not be up to date. See referenced instructions for latest guidance.

AIRCRAFT DIVISION OFFICER MISHAP RESPONSIBILITIES

1. Proceed to the mishap site and report to the Aircraft Mishap Board (AMB) Senior Member or the Aviation Safety Officer
2. Help determine if any ejection, egress or other Aviation Life Support System (ALSS) components were used and if such use was effective. If ineffective, help determine reasons if possible. Present a written report of all findings to the AMB Senior Member.
3. Work closely with the NATOPS Officers to determine if an extra-envelope ejection occurred. Help determine reasons for any extra-envelope ejection that did occur. Present a written report of all findings to the AMB Senior Member.
4. Help determine what, and to what extent, any personal survival equipment was used. Be prepared to discuss this subject with the AMB and submit a written report if required.
5. Help determine any changes which might improve survival equipment/training and submit a written report to the AMB Senior Member.
6. Assist the AMB as directed.

Supplement to CSFWPINST 3750.1A

Use for guidance only. Timeline info may not be up to date. See referenced instructions for latest guidance.

LINE DIVISION OFFICER MISHAP RESPONSIBILITIES

1. Coordinate mishap site security requirements with the Aviation Safety Officer (ASO) or the Aircraft Mishap Board (AMB) Senior Member.
2. Coordinate with the First Lieutenant to establish site security. Contact Station Security at _____ for rope, signs, stakes and other security related material. They may be able to provide transportation as well. The following responsibilities are associated with site security:
 - a. Tape off the mishap site boundary.
 - b. Establish a controlled entry point to the mishap site.
 - c. Furnish written copies of the general orders for sentries. (See TAB A).
 - d. Provide arm bands or other suitable identifying insignia for issue to the Security Detail.
3. Assign a minimum of four (4) Line Division personnel to the mishap site Security Detail.
4. Assign the Line Division Leading Chief Petty Officer (LCPO) or Leading Petty Officer (LPO) as the Security Detail LCPO/LPO.
5. Ensure all Security Detail personnel are properly prepared for their duties as follows:
 - a. All personnel are wearing leather flight deck boots, long sleeve shirts, long pants and necessary foul weather gear.
 - b. All personnel are issued leather gloves, surgical gloves and surgical masks from the mishap investigation kit or the Aviation Safety Officer (ASO).
 - c. All personnel have been briefed on site security using Enclosure (7), TAB A. (ASO, Ground Safety Officer (GSO), AMB Senior Member or the Security Detail LCPO/LPO)
 - d. All personnel have been briefed on site safety and hazards. (ASO or GSO)
 - e. All personnel have been briefed on health and BIOHAZARDS. (Flight Surgeon or Corpsman)

Supplement to CSFWPINST 3750.1A

Use for guidance only. Timeline info may not be up to date. See referenced instructions for latest guidance.

6. Assist the AMB as directed.

Supplement to CSFWPINST 3750.1A

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QUALITY ASSURANCE OFFICER MISHAP RESPONSIBILITIES

Prior to a mishap:

1. Train a team of maintenance experts that will be concerned with the aircraft wreckage and all facts that can be derived from analysis of the various parts. This will be the mishap search/investigation team.

Following a mishap:

1. Ensure a photographer has been dispatched to the mishap site.
2. Organize the wreckage investigation at the mishap site. Ensure all pieces are tagged for identification and photographs are taken of significant items. Help the ASO and other AMB members diagram the wreckage location by identifying parts.
3. Provide the AMB Senior Member with recommendations for wreckage removal when the initial mishap site investigation is completed. Coordinate with the Maintenance Officer to obtain a suitable shelter for aircraft layout reconstruction.
4. Supervise the layout of aircraft parts under the command and guidance of the Maintenance Officer and the Naval Safety Center representative if present.
5. Periodically meet with the AMB Maintenance Member to analyze and discuss the maintenance aspects of the mishap, and when analysis is completed, present a written report to the AMB Senior Member. (This report should be presented no later than six (6) days following the mishap. Provide the AMB Senior Member with an estimate of any expected delays).
6. Assist the AMB as directed.

Supplement to CSFWPINST 3750.1A

Use for guidance only. Timeline info may not be up to date. See referenced instructions for latest guidance.

ADMIN OFFICER MISHAP RESPONSIBILITIES

1. Initiate casualty reporting procedures prescribed by applicable directives if required. (All primary next-of-kin (PNOK) must be notified by a Chaplain and a Casualty Assistance Calls Officer (CACO) nearest the PNOK's location within twenty-four (24) hours of the mishap).
2. Immediately provide the Commanding Officer (CO) with each mishap crew member's Record of Emergency Data.
3. Initiate the following for the CO:
 - a. Telephone report to the BUPERS Casualty Section and a follow-up message report documenting PNOK/SNOK notification within four (4) hours if possible when the primary and/or secondary next-of-kin (PNOK/SNOK) live in the local area. See paragraphs 7 below.
 - b. Casualty Report per reference (g).
 - c. JAG investigation.
 - d. CO's letter to the next-of-kin per MILPERSMAN 4210140.
 - e. Injury Report.
 - f. Recommended press release for the COMNAVAIRPAC Public Affairs Officer.
4. Make the squadron PAO available to the AMB to help control release of information concerning the mishap to the media.
5. Provide appropriate TAD travel orders for required personnel when the mishap occurs outside the local area.
6. Submit the personnel records for all mishap crew members to the Aviation Safety Officer or the Aircraft Mishap Board (AMB) Senior Member.
7. Provide the following information to BUPERS by telephone if a personal visit to the PNOK/SNOK has been made by the CO, or if out of area notification has been made.
 - a. Name of casualty and organization.
 - b. Confirm that official notification of PNOK/SNOK has been accomplished.

Supplement to CSFWPINST 3750.1A

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c. Name of the person who performed the PNOK/SNOK notification.

d. Name of the Casualty Assistance Calls Officer.

BUPERS Casualty Section

Working hours: **DSN:** 224-2926 **Comm:** (202) 694-2926

After hours: **DSN:** 224-2768 **Comm:** (202) 694-2768

Record the name of the person who received the call at BUPERS. Follow up the telephone report with an "official" PNOK/SNOK notification message to BUPERS.

9. Provide administrative assistance to the AMB to ensure reporting requirements are accurate and timely. Assign a duty YN/PN to the AMB. If more are needed, request support from COMSTRKFIGHTWINGPAC.

10. Ensure the Mishap Safety Investigation Report (MSIR) accurately and properly prepared per the procedures and directions outlined in reference (b). The ASO will provide technical assistance as required.

11. Assist the CO in the administrative preparation of his endorsement to the MSIR. The ASO will provide technical assistance as required.

12. Assist the AMB as directed.

13. The following is a chronological list of all administrative reports that the squadron will be required to complete.

MESSAGE/REPORT
notified)

DEADLINE (from time

Press release

1+00 (when press interest is expected)

PNOK/SNOK telephone report to BUPERS Upon receiving confirmation that Casualty Section PNOK/SNOK have been notified.

Supplement to CSFWPINST 3750.1A

Use for guidance only. Timeline info may not be up to date. See referenced instructions for latest guidance.

PNOK/SNOK Notification Report to BUPERS Upon receiving confirmation
that BUPERS PNOK/SNOK have been notified
possible). (within 4 hours if

CO's letter to Next-of-Kin 48+00 (Class A)

Supplement to CSFWPINST 3750.1A

Use for guidance only. Timeline info may not be up to date. See referenced instructions for latest guidance.

LEGAL OFFICER MISHAP RESPONSIBILITIES

1. The Legal Officer will provide technical and clerical assistance to the Investigation Officer onboard in any JAG Manual Investigation ordered as a result of a squadron aircraft mishap. **It is imperative that the Aircraft Mishap Board (AMB) investigation and the JAG Manual Investigation be conducted separately.** Conclusive and recommended actions reached by the AMB may not be released to the JAG Manual Investigator. The JAG Manual Investigation report should be released before the Mishap Safety Investigation report.
2. Immediately report any conflicts between the AMB and the JAG investigative bodies to the Commanding Officer or the Aviation Safety Officer.
3. Assist the AMB as directed.

Supplement to CSFWPINST 3750.1A

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PUBLIC AFFAIRS OFFICER MISHAP RESPONSIBILITIES

1. Regulations regarding the release of information to the news media about aircraft mishaps and incidents are governed by effective editions the following directives:

- a. SECNAVINST 5720.44
- b. MILPERSMAN 4210140
- c. CINCPACFLT OPORD 201 Annex F4
- d. COMSTRKFIGHTWINGPACINST 3750.2D

2. If there will likely be press interest, the squadron PAO shall **submit the proposed press release** by **IMMEDIATE** message to COMNAVAIRPAC **within 60 minutes** of mishap notification/determination.

3. **DO NOT RELEASE ANY INFORMATION DIRECTLY TO THE NEWS MEDIA.**

4. Refer all questions to the COMNAVAIRPAC PAO at **(619) 545-1134**.

5. **No one but the CO/XO will make statements to the press.**

6. Do not delay the initial press release to gather the "full story." Amplifying information can and should be sent as necessary when more information is known. **NAMES OF PERSONNEL MAY ONLY BE RELEASED BY THE COMMANDING OFFICER THROUGH THE COMSTRKFIGHTWINGPAC AND COMNAVAIRPAC PAOs. NAMES MAY ONLY BE RELEASED AFTER NEXT-OF-KIN HAVE BEEN NOTIFIED.**

7. Proceed to the mishap site to assist/escort media personnel as required and to control the release of information regarding the mishap through the COMNAVAIRPAC PAO or the Area Coordinator (SOPA).

8. In the event photographers insist on taking close-up photos of the scene and classified material is exposed, any military authority at the scene shall:

- a. Inform the photographer of the presence of classified material and ask their cooperation in its protection. Inform them that it is a federal crime to violate prohibitions against photographing classified material (18 USC 795 and 797).

Supplement to CSFWPINST 3750.1A

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b. Refrain from using force if the media representative refuses to cooperate in protecting classified material. Request the assistance of local civil law enforcement officials in protecting or recovering classified material. Request the assistance of superiors of the offending media representative informing them that the publishing the photos of classified material or refusing to return such photos and material to the military is a federal crime.

9. Brief all squadron members on the requirements for non-disclosure of information in the event a mishap. Any remark by Navy personnel, however off-handed, may be categorized as coming from an "Official Navy Source." Direct all personnel to reserve their comments and to refer any queries for information to you.

10. Assist the Aircraft Mishap Board as directed.

Supplement to CSFWPINST 3750.1A

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FIRST LIEUTENANT MISHAP RESPONSIBILITIES

1. Coordinate with the Line Division Officer to establish site security. Contact Station Security at _____ for rope, signs, stakes and other security related material. They may be able to provide transportation as well. The following responsibilities are associated with site security:

- a. Tape off the mishap site boundary.
- b. Establish a controlled entry point to the mishap site.
- c. Furnish written copies of the general orders for sentries.
- d. Provide arm bands or other suitable identifying insignia for issue to the Security Detail.

2. Assign as many First Lieutenant Division personnel as possible to the mishap site Security Detail.

3. Ensure all Security Detail personnel are prepared for their duties as follows:

- a. All personnel are wearing leather flight deck boots, long sleeve shirts, long pants and necessary foul weather gear.
- b. All personnel are issued leather gloves, surgical gloves and surgical masks from the mishap investigation kit or the Aviation Safety Officer (ASO)
- c. All personnel are briefed on site security and site safety. (ASO, Aircraft Mishap Board (AMB) Senior Member, GSO)
- d. All personnel are briefed on health and biological hazards. (Flight Surgeon or Corpsman)

4. Coordinate with the Material Control Officer to arrange the following:

- a. Transportation to/from the mishap site, and around-the-clock duty drivers as required. Consider the terrain of the mishap site when arranging transportation.
- b. Food, shelter, clothing flashlights, other logistics and toilet facilities at the site. Ensure all site personnel are properly outfitted.

Supplement to CSFWPINST 3750.1A

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c. Necessary communications equipment to include telephones, cellular telephones and walkie-talkies as required. (See Enclosure (7), TAB D).

d. Salvage equipment as necessary. You will likely need to visit the mishap site to determine the equipment required.

5. Assist the AMB as directed.

Supplement to CSFWPINST 3750.1A

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SAFETY OFFICER MISHAP RESPONSIBILITIES

1. Provide the Aircraft Mishap Board a copy of the following:
 - a. Squadron Standard Operating Procedures.
 - b. Pilot briefing guides used by the mishap crew.
 - c. FA-18C NATOPS Flight Manual.
 - d. FA-18C NATOPS Pocket Checklists.
2. Assist the AMB as directed.

Supplement to CSFWPINST 3750.1A

Use for guidance only. Timeline info may not be up to date. See referenced instructions for latest guidance.

NATOPS OFFICERS MISHAP RESPONSIBILITIES

1. Secure the NATOPS Flight Personnel Training/Qualification Jackets of all Pilots involved in the mishap. Immediately submit these to the Aviation Safety Officer (ASO) or the Aircraft Mishap Board (AMB) for temporary custody.
2. Provide the AMB a copy applicable NATOPS Flight Manuals and Pocket Checklists.
3. Assist the Operations Officer in completing OPNAV Form 3750/25 (MIR Enclosure Form 9) for each pilot as appropriate. Submit this form and all other required paperwork to the AMB within five (5) days following the mishap.
4. Determine what maneuvers were involved at the time of the mishap or which might have resulted in the mishap, and prepare copies of the maneuver charts or limitations charts from the NATOPS Manuals as directed by the ASO or AMB Senior Member.
5. Determine the emergency procedures employed and investigate their correct application. Be prepared to discuss this subject with the AMB and submit a written statement if required.
6. Determine as soon as possible any NATOPS procedures which may have been violated and report them in writing to the AMB Senior Member.
7. Prepare and timely submit any NATOPS change recommendations deemed necessary by the AMB.
8. Assist non-aeromedically qualified medical personnel (when lack of a qualified Flight Surgeon requires assistance by a doctor of another discipline) as required in those portions of the medical investigation requiring aeronautical knowledge.
9. Assist the AMB as directed.

Supplement to CSFWPINST 3750.1A

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GROUND SAFETY OFFICER MISHAP RESPONSIBILITIES

1. Contact the Photo Lab at _____ (ashore) or _____ (afloat). Request that a photographer be assigned to the mishap. Request a photographer who is qualified and trained in aerial photography. The photographer will need at least twenty (20) rolls of color film and twenty (20) rolls of black and white film.
2. Coordinate transportation for the photographer to the mishap site.
3. Proceed to the mishap site. Assist the Aviation Safety Officer (ASO) with ensuring the site is secure and all site personnel are properly prepared to include the following:
 - a. The mishap site boundary has been taped-off. (First Lieutenant or Line Division Officer)
 - b. A controlled entry point to the mishap site has been established. (First Lieutenant or Line Division Officer)
 - c. All site personnel wearing leather flight deck boots, long sleeve shirts, long pants and necessary foul weather gear. (Material Control Officer (MCO) or First Lieutenant)
 - d. All site personnel have been issued leather gloves, surgical gloves and surgical masks. (ASO, MCO or the mishap investigation kit)
 - e. All site personnel have been briefed on site security as outlined in Enclosure (7), TAB A. (ASO, GSO, AMB Senior Member, or Security Detail LPO/LCPO)
 - f. All site personnel have been briefed on health and biological hazards. (Flight Surgeon or Corpsman)
 - g. All site personnel have been briefed on site safety and other hazards. The following should be discussed:
 - (a) The potential missile or explosive hazards posed by pressurized oxygen bottles, hydraulic system accumulators and tires. (ASO or GSO)
 - (b) All hazardous material listed in Enclosure (11). (ASO or GSO)

Supplement to CSFWPINST 3750.1A

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(c) All natural hazards with regard to site location (e.g., terrain hazards, dangerous plants, animals and reptiles, etc.). (ASO or GSO)

4. The AMB is in charge of all mishap photography. Ensure the photographer is escorted by an AMB member at all times. **DO NOT LET THE PHOTOGRAPHER INDISCRIMINATELY PHOTOGRAPH THE WRECKAGE.**

5. Coordinate with the MCO and the Flight Surgeon or Corpsman to develop a HAZMAT/HAZWASTE handling plan. Use all available HAZMAT resources (MSDS, instructions, etc.).

6. Coordinate with the MCO to prepare and submit all required HAZMAT reports.

7. Coordinate with COMSTRKFIGHTWINGPAC Safety and the Environmental Division of the military base nearest the mishap site for necessary hazardous material spill notification and clean-up.

8. Assist the AMB as directed.

[illegible]

